ALAGAPPA UNIVERSITY
(Accredited with ‘A’ Grade by NAAC)
KARAIKUDI – 630 003 TAMILNADU

DIRECTORATE OF DISTANCE EDUCATION
(Recognized by Distance Education Council (DEC), New Delhi)

M.C.A. / P.G.D.C.A. / M.S.W /

M.B.A. (5 year Integrated)

PROGRAMMES

REGULATIONS AND SYLLABI
Name of the Programme  :  MCA (2010-11 onwards) –  [Revised Pattern]

Mode  :  Distance Education

Duration  :  Three years

Pattern of Examination  :  Semester

Eligibility  :  Any degree with Mathematics at +2 level

Medium  :  English

COURSE OF STUDY AND SCHEME OF EXAMINATIONS

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<th>C.Code</th>
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<td>1.3</td>
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|        | **II Semester**                               |       |
| 2.1    | Object Oriented Programming and C++           | 100   |
| 2.2    | Unix and Shell Programming                    | 100   |
| 2.3    | Communication Skills                          | 100   |
| 2.4    | Computer Graphics                             | 100   |
| 2.5    | C++ and Graphics Lab                          | 100   |
| 2.6    | Unix and Shell Programming Lab                | 100   |
|        | **Total**                                     | **600**|

<p>|        | <strong>III Semester</strong>                              |       |
| 3.1    | Discrete Mathematics                          | 100   |
| 3.2    | Computer Networks                             | 100   |
| 3.3    | Software Engineering                          | 100   |
| 3.4    | Visual Programming                            | 100   |
| 3.5    | Network Lab                                   | 100   |
| 3.6    | Visual Programming Lab                        | 100   |</p>
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UNIT I
Number Systems Machine Codes: Binary, Octal, Decimal and Hexadecimal number systems - Conversion from one base to another base - Use of complements - Binary arithmetic - Number codes and Character codes.

UNIT II
Boolean Algebra and Combinational Circuits: Fundamental concepts of Boolean Algebra - De Morgan's theorems - Simplification of expressions - Sum of products and products of sums - Karnaugh map simplification - Quine-McCluskey method - Two level implementation of Combinatorial Circuits - Encoder - Decoder - Multiplexer - Demultiplexer.

UNIT III
The Arithmetic Logic Unit: Construction of ALU - Integer representation - Half Adder - Full Adder - Parallel Binary Adder - Positive and negative numbers - Addition and subtraction in a parallel arithmetic element.

UNIT IV

UNIT V

TEXT BOOKS:

REFERENCE BOOKS:
Paper 1.2: C AND DATA STRUCTURES

UNIT I
Introduction to C - Character set - Identifiers and keywords - Data types - Constants - Variables declarations - operators and Expressions - Input and Output - Entering input data - Writing output data - The gets and puts functions - Branching and Looping - Nested control structures - Switch - Break -Continue - goto.

UNIT II
Function - Accessing a Function - Passing arguments to a function - Recursion - Library function - Macros - The C preprocessor - Defining and processing an Array - Passing an array to functions - Multi dimensional array - arrays and String.

UNIT III
Pointers - Passing pointers to function - Dynamic memory allocation - Arrays of pointers - Passing functions to other functions - Defining structure - Processing structure - opening and closing a data file - creating a data file - processing a data file.

UNIT IV
Introduction to Data structures - Information and meaning - Stack structure - Definition - operations - Queue structure - representation - operations.

UNIT V
Linked list - Definition - representation - operation - Singly linked list - Doubly linked list - Trees - Binary trees - Binary tree representation - Representing list as Binary Trees - Trees and their Applications.

TEXT BOOKS:

REFERENCE BOOKS:
Paper 1.3: RELATIONAL DATABASE MANAGEMENT SYSTEMS

UNIT I

UNIT II

UNIT III

UNIT IV
Oracle Fundamentals: Elements of SQL Language: Database Objects, Data Access SQL commands, DML commands - Oracle Queries - Basic Query, Using Expressions, Working with NULL values, Joining Multiple Tables in a Query, Selecting Distinct values, Using Subqueries, Unions and Multiple part Queries.

UNIT V
Table Creation: Create Table statement, Privileges required, Describing Table Definitions, Modifying Tables, Renaming a Table, Copying another table, Dropping a Table - Other Database Objects, Reason for Database Objects, Indexes - Embedded SQL: Languages supported by Oracle Precompiler, Embedded SQL statements.

TEXT BOOK:

REFERENCE BOOKS:
Paper 1.4: OPERATING SYSTEMS

UNIT I
Introduction: What is an operating system - History of Operating systems - Operating system concepts - System calls - Operating system structure.

UNIT II

UNIT III

UNIT IV
Memory Management: Memory management without swapping or paging: Multiprogramming without swapping or paging - Multiprogramming and Memory usage - multiprogramming with fixed partitions - swapping: Multiprogramming with variable partitions - Memory management with Bit-maps, Linked-lists and Buddy System - Analysis of Swapping systems - Virtual Memory: Paging - Segmentation - Page replacement algorithms.

UNIT V

TEXT BOOK:

REFERENCE BOOKS:

Paper 2.1:  OBJECT ORIENTED PROGRAMMING and C++

UNIT I

Principles of Object Oriented Programming (OOP) - OOP paradigm - Basic concepts of OOP - Benefits of OOP - Object Oriented Languages - Applications of OOP. Fundamentals of C++ programming - Tokens, Keywords, identifiers, Variables, Operators, Manipulators - Sample C++ Program.

UNIT II


UNIT III


UNIT IV

Classes and Objects - Declaration and Definition - Constructors - Types of Constructors - Destructors - Type Conversion - Operator Overloading - Inheritance - Definition - Types of Inheritance - Single - Multilevel - Multiple - Hierarchical - Hybrid - Virtual functions and Polymorphism : Managing Console I/O operations.

UNIT V

Working with Files : Classes for file stream operations - opening and closing a file - end of file - file direction - File pointers - Updating a File - Error Handling during file operations - Command line arguments.

TEXT BOOK:


REFERENCE BOOK:

Paper 2.2: UNIX AND SHELL PROGRAMMING

UNIT I
INTRODUCTION: File and common commands-Shell-More about files-Directories-Unix system-Basics of file-Directories and filenames-Permissions-Inodes-Directory hierarchy-Devices-the grep family-Other filters-the stream editor sed - awk pattern scanning and processing language-files and good filters.

UNIT II
CONCEPTS OF SHELL: Command line structure- Meta characters-Creating new commands-Command arguments and parameters-program output as arguments-Shell variables-More on I/O redirection -loop in shell programs-Bundle-Setting shell attributes, Shift command-line parameters-Exiting a command or the shell ,evaluating arguments-Executing command without invoking a new process-Trapping exit codes-Conditional expressions.

UNIT III
SHELL PROGRAMMING: Customizing the cal command ,Functions of command, While and Until loops-Traps-Catching interrupts-Replacing a file-Overwrite-Zap-Pick command-News command-Get and Put tracking file changes.

UNIT IV
FEATURES IN UNIX: Standard input and output-Program arguments-file access-A screen at a time printer-On bugs and Debugging- Zap – pick - Interactive file comparison program-Accessing the environment-Unix system calls-Low level I/O, File system, Directories and inodes, Processes, Signal and Interrupts.

UNIT V
PROGRAM DEVELOPMENT AND DOCUMENT PREPARATION: Program development-Four function calculator-Variables and error recovery-Arbitrary variable names, Built in functions, Compilation into a machine, Control flow and relational operators, Functions and procedures-Performance evaluation-Ms macro package-Troff level-Tbl and eqn preprocessors-Manual page-Other document preparation tools.

TEXT BOOK:
1. Behrouz A. Forouzan, Richard F. Gilberg, Unix and shell Programming, Thomson

REFERENCES BOOKS
2. Graham Glass, King Ables, Unix for programmers and users, 3rd edition, Pearson Education.
Paper 2.3: COMMUNICATION SKILLS

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V
Management Communication Relationships: Communication in Management - Semantics - Employee communication - Communication within
Management - Downward and Upward communication - Communication by Specialists - The Union's role in communication. Presentation: Meaning - Types of Presentation - Understanding the audience - Planning - Designing - Written and Oral - Making use of notes and outlines - Techniques for delivering presentation - Personal style - A postscript - Model presentation.

**TEXT BOOK:**

**REFERENCE BOOKS:**
Paper 2.4: COMPUTER GRAPHICS

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V
User Interface Design : Components of User Interface - The User's Model - The Command Language - Styles of Command Language - Information Display - Feedback

TEXT BOOKS:

REFERENCE BOOKS:

12
Paper 3.1: DISCRETE MATHEMATICS

UNIT I
Mathematical Logic: Statements and Notation - connectives - normal forms - The theory of inference for the statement calculus - The predicate calculus - Inference theory and predicate calculus.

UNIT II

UNIT III
Functions - definition - composition - inverse - binary and n-ary operations - characteristic function - hashing function.

UNIT IV

UNIT V
Graph theory: Basic concepts - definition - paths - reach - ability and connectedness - matrix representation of graphs - trees.

TEXT BOOKS:

REFERENCE BOOKS:
2. Narsingh Deo, Graph Theory with Applications to Engineering and Computer Science PHI, 2003.
Paper 3.2: COMPUTER NETWORKS

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

TEXT BOOK:

REFERENCE BOOK:
Paper 3.3: SOFTWARE ENGINEERING

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

TEXT BOOK:

REFERENCE BOOKS:
Paper 3.4: VISUAL PROGRAMMING

UNIT I

VISUAL BASIC PROGRAMMING: Creating and using controls – Menus and Dialogs – Managing projects – Programming fundamentals – Objects and instances – Programming user events.

UNIT II

Using custom controls and grid control – inbuilt and user defined functions – Debugging – Creating graphics for application – Displaying and printing information – File system controls – Accessing database with the data control – VB and the internet.

UNIT III


UNIT IV

Dialog based applications – Mouse and keyboard events – reading and writing documents – Serialization - SDI and MDI environments- Splitter Windows

UNIT V

Advanced Features in VB and VC++: Creating user defined DLL’s – Dynamic data transfer functions – User interface classes – Database management with ODBC – Object Linking and Embedding – Communicating with other applications

TEXT BOOK:

REFERENCE BOOKS:
4.1: ACCOUNTING AND FINANCIAL MANAGEMENT

UNIT I


UNIT II

Ratio Analysis- solvency, Liquidity- profitability and Activity Ratios- fund flow Analysis- Schedule of changes in working capital – Cash flow Analysis – Funds from operations Vs Cash from operations

UNIT III


UNIT IV


UNIT V


TEXT BOOKS:

REFERENCE BOOKS:
UNIT I

UNIT II
Internet Scripting Languages: JavaScript - VBScript - Other Scripting Languages.

UNIT III
Internet Markup Languages: HTML - SGML - Netscape Extensions - Microsoft Internet Explorer - Only-HTML tags - Shokwave and Lingo.

UNIT IV
ActiveX controls: Creating an ActiveX control to Activate a Web Page - VDOlive Technology - Creating Netscape Navigator Plug-Ins - Pulling Web Information - Creating a Custom Integrated Application with Multiple Protocols.

UNIT V

TEXT BOOK:

REFERENCE BOOKS:
UNIT I

UNIT II
Classes and Objects: The nature of the class - Relationship among classes - The Interplay of classes and Objects - On building quality classes and objects. Classification: The importance of proper classification - Identifying proper classes and objects - Key abstraction mechanism.

UNIT III

UNIT IV
Class Diagram: Essentials, Class Diagram: Advanced.

UNIT V

TEXT BOOKS

REFERENCE BOOKS:
Paper 4.4: COMPILER DESIGN

UNIT I

UNIT II

UNIT III
SYNTAX-DIRECTED TRANSLATION: Syntax-directed translation schemes - Implementation of Syntax-directed translators - Intermediate code - Postfix notation - Three-address code, quadruples, and triples - Postfix translations.

UNIT IV
SYMBOL TABLES: The contents of a symbol table - Data structures for symbol tables - Representing scope information. ERROR DETECTION AND RECOVERY: Errors - Lexical-phase errors - Syntactic-phase errors - Semantic errors

UNIT V
INTRODUCTION TO CODE OPTIMIZATION: The principal sources of optimization - Loop optimization - The DAG representation of basic blocks. CODE GENERATION: Object programs - Problems in code generation - A simple Code generator - Peephole optimization

TEXT BOOK:

REFERENCE BOOKS:
Paper 5.1: DISTRIBUTED COMPUTING

UNIT I

UNIT II
Interprocess Communication – The API for the Internet Protocols – External Data Representation and Marshalling – Client–Server Communication – Group Communication – Case Study – Distributed Objects and Remote Invocation – Communication between Distributed Objects – Remote Procedure Call – Events and Notifications – Case Study: Java RMI

UNIT III

UNIT IV

UNIT V
**Text Books**

**Reference Books**
Paper 5.2: WEB TECHNOLOGY

UNIT I


UNIT II

Java Beans: Introduction to Java Beans, Advantages of Java Beans, BDK, Introspection, Using Bound properties, Bean Info Interface, Constrained properties, Persistence, Customizes, Java Beans API, Introduction to EJB’s

UNIT III


UNIT IV

Introduction to JSP: The Problem with Servelet. The Anatomy of a JSP Page, JSP Processing. JSP Application Design with MVC Setting Up and JSP Environment: Installing the Java Software Development Kit, Tomcat Server & Testing Tomcat. JSP Application Development: Generating Dynamic Content, Using Scripting Elements Implicit JSP Objects, Conditional Processing – Displaying Values Using an Expression to Set an Attribute, Declaring Variables and Methods Error Handling and Debugging Sharing Data Between JSP pages, Requests, and Users Passing Control and Date between Pages – Sharing Session and Application Data – Memory Usage Considerations

UNIT V


TEXT BOOK:
3. Jason Hunter Java Servlet Programming, O’Reilly (Unit 3)
4. Hans Bergsten, Java Server Pages, O’Reilly (Unit: 4,5)

REFERENCE BOOK:
1. Ramesh Bangia, Web Technology, Firewall media, 2006
Paper 5.3 .NET FRAMEWORKS

Unit I

Unit II
Memory Management Under the CLR: Common Runtime System, Data Storage, Managed Heap Organization, Managed, Unmanaged and Unsafe, Garbage Collection, Garbage Collection Algorithm, Finalize Working with Runtime: What is MSIL?, CLR, What is an Assembly?, Different types of Assemblies, Common Type System, Meta Data, CLS, Reflection API System Classes: Application of the System Namespaces - WinCV Tool, String Handling and Collection Classes.

UNIT III
The CLR and the .NET Framework Assemblies, Versioning, Attributes Reflection, Viewing MetaData, Type Discovery, Reflecting on a Type, Marchaling, Remoting, Understanding Server Object Types, Specifying a Server with an Interface, Building a Server, Building the Client, Using Single Call, Threads.

UNIT IV
Application Development on .NET Building Windows Applications, Accessing Data with ADO.NET.

UNIT V

TEXT BOOK:

REFERENCE BOOK:
4. Evangelos petroutsos, Mastering VB.NET, BPB Publications.
Paper 5.4: DATA MINING AND WAREHOUSING

UNIT I
DATA MINING - INTRODUCTION : Data mining-Introduction-Information and production factor-Data mining vs query tools-Data mining in marketing-Self learning computer systems-Concept learning-Data mining and the data warehouse.

UNIT II
KNOWLEDGE DISCOVERY PROCESS: Knowledge discovery process-Data selection-Cleaning-Enrichment-Coding- Preliminary analysis of the data set using traditional query tools - Visualization techniques-OLAP tools-Decision trees-Association rules-Neural networks-Genetic algorithms-KDD(knowledge discover in databases) environment.

UNIT III
DATAWARE HOUSE - ARCHITECTURE: Data warehouse architecture-System process-Process architecture-Design- Database scheme-Partioning strategy-Aggregations-Data marting-Meta data- Systems and data warehouse process managers.

UNIT IV
HARDWARE AND OPERATIONAL DESIGN: Hardware and operational design of data warehouses - Hardware architecture - Physical layout - Security - Backup and recovery - Service level agreement - Operating the data warehouse.

UNIT V
PLANNING, TUNING AND TESTING: Capacity planning - Tuning the data warehouse - Testing the data warehouses - Data warehouse features.

TEXT BOOKS:
1. Sam Anahory, Dennis Murray, Data Warehousing in the real world, Addison Wesley, 2005.

REFERENCE BOOKS:
UNIT I
Medium Access Control – Motivation for Specialized MAC – SDMA –
FDMA – TDMA – CDMA – Comparison of Access Mechanisms – Tele-
Basics – Routing – Localization – Handover – Broadcast Systems Overview – Cyclic

UNIT II
Wireless LAN Infrared Vs Radio Transmission – Infrastructure Networks– Ad
hoc Networks – IEEE 802.11 – HIPERLAN – Bluetooth – Wireless ATM
Handover – Location Management – Addressing Mobile Quality of Service – Access
Point Control Protocol.

UNIT III
Mobile IP Goals – Assumptions and Requirement – Entities – IP
Packet Delivery – Agent Advertisement and Discovery – Registration – Tunneling
and Encapsulation – Optimization – Reverse Tunneling – IPv6 – DHCP – Ad hoc
Networks.

UNIT IV
Traditional TCP – Indirect TCP – Snooping TCP – Mobile TCP – Fast
Retransmit/ Fast Recovery – Transmission/ Timeout Freezing – Selective
Retransmission – Transaction Oriented TCP.

UNIT V
Protocol – Session Protocol – Application Environment – Wireless Telephony
Application.

TEXT BOOK:

REFERENCE BOOKS:
3. Lother Merk, Martin S. Nicklaus and Thomas Stober, Principles of Mobile
Paper 6.2: MIDDLEWARE TECHNOLOGY

Unit I

Unit II

Unit III

Unit IV

Unit V

TEXT BOOKS:
Paper 6.3: AGENT BASED INTELLIGENT SYSTEM

UNIT I


UNIT II


UNIT III


UNIT IV


UNIT V


TEXT BOOK:


REFERENCE BOOK:

Paper 6.4: OPEN SOURCE ARCHITECTURE

Unit -I
Overview of Free/Open Source Software: Definition - History - Advantages - FOSS usage - trends and potential - global and Indian. GNU/Linux OS installation: detect hardware, configure disk partitions & file systems and install a GNU/Linux distribution. Basic shell commands – User and group management - file ownerships and permissions - PAM authentication - Introduction to common system configuration files & log files - Configuring networking: basics of TCP/IP networking and routing-connecting to the Internet (through dialup, DSL, Ethernet, leased line)

Unit-II
Configuring additional hardware - Understanding the OS boot up process - Performing every day tasks using gnu/Linux- X Window system configuration and utilities-configure X windows, detect display devices, Installing software- from source code as well as using binary packages. Setting up email servers- Setting up web servers – Setting up file services up file services –Setting up proxy services- Setting up printer services.

Unit –III
Setting up a firewall- Using netfilter and ip tables; Using the GNU Compiler Collection – GNU compiler tools; the C preprocessor (ccep) the C compiler (gcc) and the C++ compiler (g++) assembler (gas); Understanding build systems- constructing make files and using make, using autoconf and autogen to automatically generate make files tailored for different, development environments; Using source code versioning and management tools- using CVS to manage source code revisions, patch & diff.

Unit- IV
Understanding the GNU Libc libraries and linker- linking against object archives (.a libraries) and dynamic shared object libraries (.so libraries), generating statically linked binaries and libraries, generating dynamically linked libraries; Using the GNU debugging tools,-gdb to debug programs, graphical debuggers like ddd, memory debugging / profiling libraries mpatrol and valgrind; Review of common programming practices and guidelines for GNU/Linux and FOSS; Introduction to Bash, sed & awk scripting. Basics of the X windows server architecture.

Unit- V
Basics of the X Windows server architecture; Qt Programming; Gtk+ Programming; Python Programming; Programming GUI applications with localization support.

TEXT BOOK:
1. N.B Venkateshwarlu (Ed); Introduction to Linux; Installation and Programming; B.S Publishers ; 2005.
REFERENCE BOOKS:


7. An Introduction to CGG, Brain Gough. URL: http:// www..netwroktheroy. co.uk/docs/gccintro/


Course: P.G. Diploma in Computer Applications
Mode: Distance Education
Pattern: Semester System
Duration: One year
Eligibility: Any degree from a recognised University
Medium: English

**COURSE OF STUDY AND SCHEME OF EXAMINATION**

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Paper 1.1: PRINCIPLES OF INFORMATION TECHNOLOGY

UNIT I
An Overview of the Revolution in Computers and Communications: From the analog to the digital age: The "New Story" of computers and communications - The six Elements of a Computer & Communications System - Communications: Development in Computer Technology, Developments in Communications Technology - Computer and Communications Technology Combined: Connectivity and Interactivity - The "All purpose Machine": The information Appliance That will change you Future - The Ethics of Information Technology.

UNIT II
Application Software: Tools for Thinking and working - Ethics and Intellectual property rights - The four types of applications software - The use interface and other basic features - Word processing - Spreadsheets - Database software - Presentation graphics software - Communications software - Desktop accessories and personal information managers - integrated software and suites - Groupware - Internet Web browsers - Specialised software.

UNIT III
Communications: Starting along the Information Highway: The practical uses of communications and connectivity - Telephone related communications services - Video/voice communication: Video conferencing and picture phones - online information services - The Internet - Shared resources: Workgroup computing, Electronic Data Interchange, and Intranets: Telecomputing and virtual offices - Using a microcomputer to communicate: Analog and Digital Signals - modems and Datacomm Software, ISDN lines, and Cable Modems - Communications Channels: Communications Networks - Local Networks - Factors affecting Data transmission - Cyberethics: Netiquette, Controversial material and censorship, and privacy issues.
UNIT IV

UNIT V

REFERENCE BOOKS:
**Paper 1.2: DIGITAL COMPUTER ORGANIZATION**

**UNIT I**
Number Systems Machine Codes: Binary, Octal, Decimal and Hexadecimal number systems - Conversion from one base to another base - Use of complements - Binary arithmetic - Number codes and Character codes.

**UNIT II**
Boolean Algebra and Combinational Circuits: Fundamental concepts of Boolean Algebra - De Morgan's theorems - Simplification of expressions - Sum of products and products of sums - Karnaugh map simplification - Quine-McKluskey method - Two level implementation of Combinatorial Circuits - Encoder - Decoder - Multiplexer - Demultiplexer.

**UNIT III**
The Arithmetic Logic Unit: Construction of ALU - Integer representation - Half Adder - Full Adder - Parallel Binary Adder - Positive and negative numbers - Addition and subtraction in a parallel arithmetic element.

**UNIT IV**

**UNIT V**

**REFERENCE BOOKS:**
Paper 1.3: C AND DATA STRUCTURES

UNIT I
Introduction to C - Character set - Identifiers and keywords - Data types - Constants - Variables declarations - operators and Expressions - Input and Output - Entering input data - Writing output data - The gets and puts functions - Branching and Looping - Nested control structures - Switch - Break -Continue - goto.

UNIT II
Function - Accessing a Function - Passing arguments to a function - Recursion - Library function - Macros -The C preprocessor - Defining and processing an Array - Passing an array to functions - Multi dimensional array - arrays and String.

UNIT III
Pointers - Passing pointers to function - Dynamic memory allocation - Arrays of pointers - Passing functions to other functions - Defining structure - Processing structure - opening and closing a data file - creating a data file - processing a data file.

UNIT IV
Introduction to Data structures - Information and meaning - Stack structure - Definition - operations - Queue structure - representation - operations.

UNIT V
Linked list - Definition - representation - operation - Singly linked list - Doubly linked list - Trees - Binary trees - Binary tree representation - Representing list as Binary Trees - Trees and their Applications.

REFERENCE BOOKS:
Paper 1.4: OFFICE AUTOMATION

UNIT I


UNIT II


UNIT III


UNIT IV
MS-POWER POINT – Create and edit Power Point presentation – Editing Text – Add or Delete a Slide – Moving from slide to slide – Change views – Create graph chart, organization chart – Format and run a presentation – Text formatting and alignment – Drawing on slides – Color Scheme – Background – Using Design Template – Auto layout – Adding speaker notes – View Slide Show – Handouts.

UNIT V

**REFERENCE BOOKS:**
Paper 2.1:  OBJECT ORIENTED PROGRAMMING and C++

UNIT I
Principles of Object Oriented Programming (OOP) - OOP paradigm - Basic concepts of OOP - Benefits of OOP - Object Oriented Languages - Applications of OOP. Fundamentals of C++ programming - Tokens, Keywords, identifiers, Variables, Operators, Manipulators - Sample C++ Program.

UNIT II

UNIT III

UNIT IV
Classes and Objects - Declaration and Definition - Constructors - Types of Constructors - Destructors - Type Conversion - Operator Overloading - Inheritance - Definition - Types of Inheritance - Single - Multilevel - Multiple - Hierarchical - Hybrid - Virtual functions and Polymorphism : Managing Console I/O operations.

UNIT V
Working with Files : Classes for file stream operations - opening and closing a file - end of file - file direction - File pointers - Updating a File - Error Handling during file operations - Command line arguments.

REFERENCE BOOKS:
1. E. Balagurusamy, Object Oriented Programming with C++, TMH Publishing Company
Paper 2.2: SYSTEMS ANALYSIS AND DESIGN

UNIT I
System Concepts and System Development Life Cycle:

UNIT II

UNIT III
Requirements of Forms Design - Types of Forms - Forms Control.

UNIT IV


UNIT V


REFERENCE BOOKS

Paper 2.3: VISUAL PROGRAMMING-I

UNIT I


UNIT II


UNIT III


UNIT IV

UNIT V


REFERENCE BOOKS:
2. Content Development Group, Visual Basic 6, Chennai, TMH.
3. Teach Yourself Visual Basic 6, SAMS Publishing.
Paper 2.4 COMPUTER GRAPHICS

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V
User Interface Design : Components of User Interface - The User's Model - The Command Language - Styles of Command Language - Information Display - Feedback

REFERENCE BOOKS:
Practical 1.5: Computer Lab-I: DATA STRUCTURES USING C

SYLLABUS: C - Data Structures ARRAY, STACK, QUEUE, LINKED LIST, RECURSION

TOTAL MARKS: 100 (1 OR 2 PROBLEMS TO BE SOLVED IN UNIVERSITY PRACTICAL EXAMINATION)

BREAK-UP OF MARK:

- RECORD NOTE BOOK: 5
- ALGORITHM / FLOWCHART: 15
- PROGRAM: 35
- DEBUGGING & EXECUTION: 35
- RESULT: 10

Model Problems

1. Write a C program to convert a given number into words for numbers 1 to 5, e.g. 1 to ONE, 2 to TWO and 5 to FIVE
2. Write a C program to find the roots of a quadratic equation
   \[ a X^2 + b X + c = 0 \]
3. Write a C program to find the roots of a quadratic equation using function definition.
   \[ a X^2 + b X + c = 0 \]
4. Write a C program for matrix manipulation (Addition, Subtraction and Multiplication) using function.
5. There are 10 students in a class. Their names and marks in three different subjects are given. If a student takes more than 40 marks in each subject, then he is declared ‘PASS’. Otherwise ‘FAIL’. Write a C program to do the above using structure concept.
6. A man is paid at the hourly rate of Rs.15/- per hour for the first 45 hours worked. Thereafter, overtime is paid at 1.5 times the hourly rate for the next 25 hours and 2 times the hourly rate for further hours worked. Write a C Program to input the no. of hours worked per week, calculate and Print his gross weekly wage.
7. Write a C program to implement all string operations using switch statement.
8. Write a C program to find the factorial of a given number using recursion.
9. Write a C program to find a word is PALINDROME or not.
   (Ex. The word MALAYALAM is a PALINDROME and the word TAMIL is not a PALINDROME)
10. Write a C program to read 10 values to an array variable. Use pointers to locate and display each value.
11. Write a C program to copy contents of one file to another file
    Write a C program to implement push and pop operations on stack.
12. Write a C program to evaluate the given mathematical expression using stack.
13. Write a C program to implement insert and delete operations on Linked List structure.
14. Write a C program to implement insert and delete operations on Queue using array concept.
15. Write a C program for linked list implementation of Queue operations.
16. Write a C program to sort 10 Nos. in Ascending order with naming of variable and the value before and after sorting.
17. Define Selection sort write a C program to sort a set of elements using selection sort.
18. Write a C program to sort a set of elements using Insertion sort.
19. Write a menu driven program in C to find an element using Linear and binary search methods.

*  *  *
Practical 1.6: Computer Lab- II: MS OFFICE AND INTERNET

SYLLABUS : MS-WORD, EXCEL, ACCESS and HTML

TOTAL MARKS : 100 (1 OR 2 PROBLEMS TO BE SOLVED IN UNIVERSITY PRACTICAL EXAMINATION)

BREAK-UP OF MARK:

RECORD NOTE BOOK : 5
ALGORITHM / FLOWCHART : 15
PROGRAM : 35
DEBUGGING & EXECUTION : 35
RESULT : 10

Model Problems

MS-WORD

1. Prepare your resume with your photograph inserted. Use Table, bullets and different color features.

2. Prepare the First page of M.C.A. PRACTICAL RECORD NOTE book with picture insertion and alignment.

3. Prepare a news report using two columns, insert a picture in the first column and make the text flow around it.

4. Type lecture notes and provide audio explanation with the help of sound files.

5. Prepare an invitation for a function to be conducted in your institution. Use
different text orientation and pictures to make it attractive.

6. Create a table of student data that contains REGNO, NAME, ENGLISH, TAMIL, and MATHS marks. Add a new column named TOTAL and find the row total for each student.

Add two rows named TOTAL, AVERAGE. Find the total and average values for each subject mark. Convert the table to text.

7. Create a new document and type the following mathematical expression:

\[ \int_0^\infty xdy / dx \sum_{i=1}^{100} ax + b + |A| \pm \sqrt{ax + b \lambda} \]

8. Create a form letter that informs the customer about the date of maturity of a deposit amount in a commercial bank and request the customer for renewal. Mailmerge it with an Access Database containing all the customer data. Prepare letters for customers whose due date falls in a specific range of dates.

**MS-EXCEL**

1. Create the following worksheet in EXCEL for Electricity Bill

<table>
<thead>
<tr>
<th>CONSUMER NO.</th>
<th>TYPE</th>
<th>NAME</th>
<th>PMR</th>
<th>CMR</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>D</td>
<td>RAM</td>
<td>545</td>
<td>645</td>
<td>BILL</td>
</tr>
</tbody>
</table>

i) Add data for 10 consumers with type ‘D’ for domestic user and type ‘I’ for Industrial user.
ii) Find UNITS column for each customer and calculate bill using the slab given below:

**TYPE D CONSUMER**

<table>
<thead>
<tr>
<th>UNITS CONSUMED</th>
<th>RATE/UNIT Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST 100</td>
<td>0.80</td>
</tr>
<tr>
<td>NEXT 200</td>
<td>1.25</td>
</tr>
<tr>
<td>REMAINING</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**TYPE I CONSUMER**

<table>
<thead>
<tr>
<th>UNITS CONSUMED</th>
<th>RATE/UNIT IT Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST 100</td>
<td>1.10</td>
</tr>
<tr>
<td>NEXT 900</td>
<td>2.40</td>
</tr>
<tr>
<td>REMAINING</td>
<td>3.50</td>
</tr>
</tbody>
</table>

iii) All the consumers should be charged a minimum bill of Rs. 20/- even if their bill amount is below Rs. 20/-

2. Create the following Inventory Worksheet in MS-EXCEL:

<table>
<thead>
<tr>
<th>ITEMNO</th>
<th>NAME</th>
<th>PRICE</th>
<th>QUANTITY</th>
<th>STOCK</th>
<th>REORDER</th>
<th>PURCHASED</th>
<th>ISSUED</th>
<th>QUANTITY ON HAND</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>BOLTS</td>
<td>2.00</td>
<td>1000</td>
<td>500</td>
<td>300</td>
<td>800</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

i) Enter all the data items except QUANTITY ON HAND for 10 items.

ii) Find QUANTITY ON HAND using the formula

\[ \text{STOCK QUANTITY} = \text{QUANTITY ON HAND} + \text{QUANTITY PURCHASED} - \text{QUANTITY ISSUED} \]
Find total stock value in inventory as a product of total quantity hand and total price (\( \sum \) quantity on hand * \( \sum \) price). Display all the items in red color whose quantity on hand is below reorder level.

3. Create a Worksheet in Ms-Excel with following columns:

   Employee number, Employee Name, designation, Basic pay, Hra, Da, Lic, Pf, Grosspay, Netpay.

   i) Type data for empno,empname,designation,Basicpay and Lic,Pf
   ii) Calculate 
      Hra = 20% of Basic
      Da = 30% of Basic
      Grosspay = Basic +Hra + Da
      Netpay = Grosspay -(Lic +pf)
   iii) Draw the bar chart between emp name and Netpay
   iv) Sort the designation column and employee column name at a time.

4. Create a Worksheet with the following columns.

   Salesman number, Salesman Name, City, Product Name, Sale Amount.

   Add three records for 5 different salesmen who have carried out sales of different products in different cities. Find the following:
   i) Citywise Total Sales
   ii) Salesmanwise total sales
   iii) Productwise total sales iv) Grand Total sales.

5. Create Internal Marks assessment worksheet with the following columns:

   REGNO, NAME, SEX, TEST1, TEST2, TEST3, TEST AVERAGE,
   ATTENDED DAYS, ATTENDANCE % , BONU MARK, INTERNAL MARK

   i) Add data for 20 students (Test marks are out of 30)
   ii) Compute TEST AVERAGE as average mark of best two out of three tests.
iii) Maximum number of working days is 50. Each student should secure at least 80% attendance.

iv) Provide 1 bonus mark for each 1% attendance above eligibility limit 80%.

v) Compute Internal mark as TEST AVERAGE + Bonus Mark.

vi) Sort the data in alphabetical order of name.

vii) Filter data for male and female students alone, who have attendance % below 80.

6. The following were the observations made in certain experiments for the values y and given the values of x.

<table>
<thead>
<tr>
<th>X</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>10</td>
<td>30</td>
<td>45</td>
<td>25</td>
<td>15</td>
<td>28</td>
<td>40</td>
<td>32</td>
<td>15</td>
<td>35</td>
</tr>
</tbody>
</table>

Compute the Following:
   i) Find Mean, Median and Standard deviation
   ii) Correlation coefficient between x and y.
   iii) Draw the Bar Chart and Shading cells.
   iv) Draw a Chart in Excel and Paste it in Word.

7. Create two worksheets containing day to day household expenses for the months January and February 2005, with the following columns:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stationery</td>
<td>25.00</td>
</tr>
</tbody>
</table>

i) Add 10 different items as shown above, for two months in two different worksheets.

ii) Consolidate both the months data and find the total expenses on each item.

iii) Find the Total expenses for two months.

iv) Find the maximum and minimum expense amount.
8. Create a data table to create a ready reckoner table for a commercial bank that contains simple interest for Rs. 1,000/- with varying period and interest rates. Create the table as shown below:

**READY RECKONER TABLE FOR INTEREST CALCULATION PER 1000**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>3%</th>
<th>4%</th>
<th>5%</th>
<th>6%</th>
<th>7%</th>
<th>8%</th>
<th>9%</th>
<th>10%</th>
<th>11%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30</td>
<td>40</td>
<td>50</td>
<td>60</td>
<td>70</td>
<td>80</td>
<td>90</td>
<td>100</td>
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<td>110</td>
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<td>10</td>
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</tr>
</tbody>
</table>

9. Draw Line, Bar, PIE charts for the data given below:

**ABC COMPANY LIMITED**

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SALES</th>
<th>COST</th>
<th>PROFIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1991</td>
<td>1000</td>
<td>400</td>
<td>600</td>
</tr>
</tbody>
</table>

Add data for 10 years from 1991 to 2000. Provide titles, legends, grids and data labels.

**MS-ACCESS**

**Instructions: Open a New database and add tables**

1) Create employee table with the fields EMPNO, NAME, AGE, SEX, STREET,
CITY, PIN, SALARY.

i) Add data for 20 employees
ii) Write a query to display all the male employees whose salary is between 1000 and 5000 and living in city “CHENNAI”.
iii) Write a query to display all the female employees whose ages are in the range 50-60
iv) Show all the records in the table for the city “TRICHY” by filtering.

2) Create STUDENT table with the following fields REGNO, NAME, MARK1, MARK2, MARK3. Create ADDRESS table with fields REGNO, STREET, CITY and PIN.

i) Write a query to display REGNO, NAME and total of all the three subject marks.
ii) Write a query to display REGNO, NAME, STREET, CITY, PIN and total of all the three subject marks.

3) Create Inventory table with fields ITEMNO, NAME, QUANTITY ON HAND, REORDER LEVEL.

i) Create a form in custom format.
   ii) Create a query REORDER to show all the items
   iii) Create a macro that executes REORDER query automatically.

4) Create STUDENT table with fields REGNO, I1, I2, I3, I4, I5, E1, E2, E3, E4, E5 (internal and external marks in five subjects) and table SUBJECT with fields SCODE1, SNAME1, SCODE2, SNAME2, SCODE3, SNAME3, SCODE4, SNAME4, SCODE5, SNAME5 (Subject Code and Subject Names for Five subjects). Create a report to print marksheets for all the student in the following format.
1. Condition for passing a subject: A minimum of 35 marks in external and 50 marks in total.
2. Grand total should not include total in failed subjects.
3. Display FAIL in red color.

5) Create two tables SALES1, SALES2 and join them to produce a Third table
   SALES3.

**HTML (INTERNET) – PROBLEMS**

1. Create HTML page to display 10 courses and their highlighted features, conducted by an educational institution in a colorful format.
2. Create HTML page to display the pictures of Elephant and Monkey. Link to another page when user clicks over the picture. The linked page should display features of the animal clicked.
3. Create HTML page that receives employee name, age, street, city, pin data. Receive male/female and married/unmarried details through option buttons. Receive hobbies through check boxes.
4. Create HTML page that divides the screen space into three frames (one vertical and two horizontal of equal size). Display three different files in them with scrolling titles relevant to their contents.
5. Create HTML page that plays video and audio files.
Practical 2.5: Computer Lab-III: GRAPHICS AND C++

SYLLABUS : LINE, CIRCLE, ELLIPSE DRAWING, 2D TRANSFORMATIONS, 3D TRANSFORMATIONS, SHADING, CLIPPING, ANIMATION

TOTAL MARKS: 100 (1 OR 2 PROBLEMS TO BE SOLVED IN UNIVERSITY PRACTICAL EXAMINATION)

BREAK-UP OF MARK:

RECORD NOTE BOOK : 5
ALGORITHM / FLOWCHART : 15
PROGRAM : 35
DEBUGGING & EXECUTION : 35
RESULT : 10

Model Problems
1. Create a base class shape, which contains the common elements of circle, triangle and rectangle, from which you derive three classes called ball, rect and tria. Include two member functions set() to set coordinates and draw() which draws them. Write a main() program to exercise this class using graphic-mode graphic functions.

2. Write a C++ program to draw a straight line using simple DDA technique.

3. Write a C++ program to draw a straight line using Simple Bresunhams line algorithm.

4. Write procedure and a C++ program to draw nonlinear object ellipse.

5. Develop a program to do the following:
a) Draw a triangle ABC, translate it to a distance and then rotate it through an angle clockwise.
b) With the same triangle, reverse the operations as in case (a)
c) Check whether the result figures of case (a) and case(b) are one and the same or different.

6. Write procedure and a C++ program to draw non-linear object circle and three Concentric Circle.

7. Write a C++ program to draw non-linear objects arcs and curve.

8. Write a C++ program to show graphical transformation (Scaling, Rotation, Translation) of a two dimensional object.

9. Write a C++ program to show graphical transformation on three dimensional object.

10. Write a C++ program to manipulate the graphical object using SHADING technique.

11. Implement the polygon clipping algorithm using C++ graphics mode graphics functions.

12. Implement the Bresenham's algorithm for drawing circle and ellipse using C++ in graphics mode.

13. Draw a circle. Divide into four quadratic and fillup different color for each quadrant.


15. Draw any 3-D object and perform animation on it.

*   *   *
Practical 2.6: Computer Lab-IV: VISUAL BASIC

SYLLABUS : VISUAL BASIC (EXE, ActiveX, Data Report)

TOTAL MARKS : 100 (1 OR 2 PROBLEMS TO BE SOLVED IN UNIVERSITY PRACTICAL EXAMINATION)

BREAK-UP OF MARK:

RECORD NOTE BOOK : 5
ALGORITHM / FLOWCHART : 15
PROGRAM : 35
DEBUGGING & EXECUTION : 35
RESULT : 10

Model Problems

1. Write a VB project that receives a year number from a text box and month name from list box and displays number of days in the given month. Take care of leap years. Use Lost Focus event for list box.

2. Write a VB project that stores 10 employee records with fields EMPNO, NAME, AGE, SEX and SALARY, in an array. Display data fields in text boxes and provide command buttons to move to desired record.

3. Write a VB project that receives a foreign currency value selected from a list box and converts it into equivalent Indian rupees. (e.g. USD 42.45, Sterling 71.30, D.Mark 25.52, SW Franc 31.58, SaudiRiyal 11.40, French Franc 7.60, UAE Dhiram 11.55, Kuwait Dhinar 140.56)

4. Write a VB project using control array that creates a scientific calculator with appropriate command buttons. Include the following capabilities for the calculator: +, -, *, /, %, power, square root, square and log(base 10).

5. Write a VB project to create a screen saver that displays a list of pictures with 1 second pause in between successive pictures.
6. Write a VB project for commercial bank operations using SB account database, with the following features:
   1) ADD NEW ACCOUNT
   2) DEPOSIT AMOUNT
   3) WITHDRAW AMOUNT (with minimum balance condition)
   4) Calculate simple interest and update balance taking average of last 6 month balance in the account.
   5) CLOSE ACCOUNT.

7. Write a VB project using built-in Ax control (Rich Text Box), develop the windows NOTEPAD-like editor with File and Edit menus and also display the floating menu whenever necessary.

8. Write a VB project for a Blood Bank that maintains a list of donors with address and their blood group. Provide the following reporting features:
   i) Search and display the address of a particular donor, given the name in a text box.
   ii) Display all the donors (using data report)
       a) in age group 20-30.
       b) in particular city.
       c) with particular blood group.
       d) male donors with particular blood group
       e) female donors with particular blood group.

9. Write a VB project using Ax DLL or EXE add a class module that would perform the following functions:
   a) Test whether the given number is perfect or not
   b) Whether the given number Armstrong or not
   c) Find the factorial of the given number
   d) sum of digits

10. Write a VB project using ActiveX control to create a Textbox that accepts only numeric value. Provide the following properties for the textbox: Backcolor, Forecolor and Text.
1. **Name of the Programme**: MSW (Master of Social Work)

2. **Objectives of the Course**:

   a. To advance social work profession with a view to bring about social transformation, and to train the learners to be aware of various social work methods and also to attaining professional knowledge in identifying the social problems and means to solve it with effective people participation.

   b. To prepare Post-Graduate learners with a view to provide professional knowledge in Social Work Fields so as to implement wide-ranged social services, social welfare activities and thus to prepare them to work in the welfare departments of the Government, Non-governmental Organizations, Commercial and Industrial Establishments.

3. **Duration**:

   The duration of the MSW programme is two academic years under Semester pattern (Four Semesters) through Distance Education.

4. **Eligibility**:

   A pass in any Under Graduate degree from a recognized Indian Universities or Foreign Universities is eligible for admission into MSW programme.

5. **Medium of Instruction**: ENGLISH

6. **Course Structure and Scheme of Examinations**

   Master Of Social Work (MSW) Programme

<table>
<thead>
<tr>
<th>Paper Code</th>
<th>Title of The Paper</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Social Work Profession</td>
<td>100</td>
</tr>
<tr>
<td>1.2</td>
<td>Social Science for Social Workers</td>
<td>100</td>
</tr>
<tr>
<td>1.3</td>
<td>Psychology for Social Work</td>
<td>100</td>
</tr>
<tr>
<td>1.4</td>
<td>Social Case Work</td>
<td>100</td>
</tr>
<tr>
<td>1.5</td>
<td>Information Communication and Technology For Social Work</td>
<td>100</td>
</tr>
<tr>
<td>2nd Semester</td>
<td></td>
<td></td>
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<td>----------------------------------</td>
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<tr>
<td><strong>2.1</strong> Social Group Work</td>
<td>100</td>
<td></td>
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<tr>
<td><strong>2.2</strong> Community Organization and Social Action</td>
<td>100</td>
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</tr>
<tr>
<td><strong>2.3</strong> Social Work Research and Statistics</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>2.4</strong> Social Welfare Administration and Legislation</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>2.5</strong> Field Work Report</td>
<td>100</td>
<td></td>
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<th>3rd Semester</th>
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<td><strong>3.1</strong> Human Resource Management</td>
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<td><strong>3.2</strong> Disaster Management</td>
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<td><strong>3.3</strong> Gender and Development</td>
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<td><strong>3.4</strong> Counseling</td>
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<td><strong>3.5</strong> Field Work Report</td>
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<th>4th Semester</th>
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<td><strong>Specialization (Optional Papers )</strong></td>
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<tr>
<td><strong>Group A Community Development</strong></td>
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<td><strong>4.1.1</strong> Rural and Urban Community Development</td>
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<td><strong>4.1.2</strong> Welfare of Weaker Sections</td>
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<td><strong>4.1.3</strong> Management of Non-Government Organization</td>
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<td><strong>Group B Medical and Psychiatry</strong></td>
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<tr>
<td><strong>4.2.1</strong> Medical and Psychiatric Social Work</td>
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<td><strong>4.2.2</strong> Foundation of Psychiatry</td>
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<td><strong>4.2.3</strong> Medical Social Work</td>
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<td><strong>Group C Personnel Management and Industrial Relations</strong></td>
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<td><strong>4.3.1</strong> Fundamentals of Personnel Management</td>
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<td><strong>4.3.2</strong> Labour Welfare and Legislation</td>
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<td><strong>4.3.3</strong> Industrial Relations</td>
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<td><strong>Group D Rehabilitation and Resettlement</strong></td>
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<tr>
<td><strong>4.4.1</strong> Social Work for Rehabilitation and Resettlement</td>
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<td><strong>4.4.2</strong> Emerging Trends in Rehabilitation and Resettlement</td>
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<td><strong>4.4.3</strong> National &amp; International Agencies for Rehabilitation and Resettlement</td>
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<tr>
<td><strong>4.4</strong> Block Placement and Project Report</td>
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<td><strong>Total</strong></td>
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7. **PERSONAL CONTACT PROGRAMMES (PCP) AND PRACTICALS:**
   Each year there will be one contact programme of 50 hours duration in total comprising of theory. Learners can choose 30 days (each 10 days for paper no: 2.5, 3.5 and 4.4) in the first year as well as Second year for field work (Practical). 75% of the attendance of these programmes is compulsory
**8. EXAMINATIONS:**

For each year, two semester examinations will be conducted during the month of December and May.

A candidate will be permitted to go to the second year if he/she has been permitted to sit for the first year examinations irrespective of his/her performance in the first year examinations.

The examinations shall consist of theory and practical. Each candidate should submit their field work experience as a Field Work Report (Paper code No: 2.5/3.5) as well as Project report (Code: 4.4) along with the attendance of his/her practical work done in prescribed format recommended by the University.

**9. PASSING MINIMUM**

A candidate appearing for the whole examination shall be declared to have passed the examination if he/she secures not less than 50% of the total marks in all papers including Field Work. All other candidates shall be deemed to have failed in the examination.

**10. COMPLETION OF THE COURSE**

The students have to complete their course within five years from the year of completion of the course, failing which their registration will stand automatically cancelled and they have to register afresh, if they want to continue the course subject to the availability of the programme.

**12. CLASSIFICATION OF CANDIDATES**

1. Candidates who secured 60% and more marks in aggregate in the whole examination shall be declared to have passed the examination in the First Class.

2. All other successful candidates shall be declared to have passed in second class.

**13. OTHER REGULATIONS**

Besides the above, the common regulations of the DDE, Alagappa University shall also be applicable to this programme.

**14. PATTERN OF QUESTION PAPER:**

<table>
<thead>
<tr>
<th>Part I</th>
<th>Five out of Eight Questions</th>
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<tr>
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<td>5 X 8 = 40 marks</td>
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<tr>
<th>Part II</th>
<th>Four out of Seven Questions</th>
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Total : 100 Marks

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**Paper 1.1 - Social Work Profession**

**Learner objectives:**
1. Understand the concept, definition, objectives and functions and methods of social work.
2. Develop knowledge of history and development of social work in India and abroad.
3. Understand the current trends of social work practice in India.
4. Develop understanding about the fields of social work.
5. Develop understanding about the influence of various social movements in contributing to the perspectives of social work practice in India.
6. Understand domains in social work education in India.

**UNIT – I**
Social Service tradition in Indian culture, Religious roots of charity and Philanthropy, role of social institutions - joint family, caste groups and the panchayat in meeting human needs.

**UNIT – II**
Emergence of the rationalistic – humanistic tradition – Social reform movement, Indian religious leaders and social reformers of the 19th and 20th centuries and their contribution to social welfare. Social Philosophy of Gandhiji, Dr.Ambedkar, Periyar E.V.Ramasamy and others.

**UNIT – III**
Overview of the Historical development of Social Work Profession in U. S.A, England and India with regard to the social context and the ideal of the welfare state. Role of the State to protection, promotion and voluntary action in social welfare.

**UNIT – IV**

**UNIT – V**

**References:**


Paper 1.2 - Social Science for Social Workers

Learner objectives:
1. Understand the role of individuals in the society and importance of various social institutions and their impact.
2. Get a scientific insight about the social structure, stratification and issues related to caste, class and gender.
3. Understand the social-economic and political factors and their impact on society.
4. Identify various social problems and their impact on social and economic development.
5. Develop clarity about social issues and challenges in the social work field.

UNIT -I: SOCIETY
Meaning, Definition, Features - Individual and Society – Group, Community, complexity of Indian Society – need for study of Indian society to Social Workers.

UNIT -II: SOCIALIZATION
Concept – Importance – Functions – Agencies of Socialization. Culture: Concept, Influence on individuals – social control and deviance

UNIT -III: SOCIAL SYSTEM
a. Family – Forms and functions of family, changing trends in Indian family system.
b. Marriage – Forms, functions, features trends and problems, status and role of women in social life.
c. Social Control and the changing nature of social control. Social Inequality and social stratification : Class and caste stratification- Characteristic features of caste in India, its impact on social and economic development, caste conflicts, recent trends- caste, religion, politics, social mobility, gender roles and gender inequality
d. Meaning – cultural, social and economic changes, process, direction and causes of change

UNIT -IV: ECONOMIC SYSTEM
a) Features of Indian Economy
b) Agricultural sector – problems of agriculture, farmers and landless labour
c) Industrial Sector – problems of Indian Industries, employer – employee relations, trade unions – its role, functions and problems of development.

UNIT -V: POLITICAL SYSTEM
a) Features of Indian Democracy
b) Political parties – its role and functions in recent trends

c) Bureaucracy – features, functions and impact on development, role in democracy

References:
Paper 1.3 - Psychology for Social Work

Learner objectives:
1. Understand the fundamental components of human behavior.
2. Gain insight into factors contributing to development of personality.
3. Understand growth and development of individual at various stages in the life span.
4. Understand the processes of adjustment and not-adjustment and their impact on human behaviour.

UNIT – I
Introduction – definition, nature, scope and need of Psychology for social workers.

UNIT – II
Understanding Human Behavior: Determinants of Human Behavior – heredity and environment, Freudian understanding of human behavior and development.

UNIT – III

UNIT – IV
Adjustment in Life: Concept of Adjustment and Maladjustment, factors in adjustment – Stress coping devices. Mental Health: Concept and Characteristics.

UNIT – V

References:
Paper -1. 4 - Social Case Work

Learner objectives:
1. To understand the case work method and its application in practice.
2. To equip learners with theoretical knowledge for work with individuals and families.
3. To develop competencies in learners to use the method in practice while working with individual clients and families.
4. To equip learners with values and skills necessary for working with individuals and families.

****

UNIT I
Individuals as a product of past – present – future configuration. Dynamic of Individuals and families

UNIT II
Acceptance, Individualization, client participation, controlled emotional involvement, problem solving capacity and self-determination, safeguarding confidentiality, developing and utilizing resources.

UNIT III
Relationship - Empathy, skills in building relationship and communicating empathy, use of relationship in the helping process - Problems in professional relationship – transference and counter transference

UNIT IV
Models of case work practice: Psycho social, functional, life models, problem solving, crisis interventions, family centered approaches and eco system perspective in social case work. Comparisons of case work with counseling, psychotherapy as helping process.

UNIT V
Case Work Practices in different settings: Work with Children, Adolescents and adults, Working with women and couples with marital problems. Working with the physically challenges and delinquents. Preventive - promotional aspects of work with individuals and groups. Crisis Intervention, Disaster management, Behavioral therapy, Transactional analysis, client centered therapy, Gestalt approaches, Cultural factors and their bearing on the practice of social work.

References
Paper 1.5 - Information and Communication Technology for Social Work

Learner Objectives:
1) Develop an understanding about the Information and Communication Technology
2) Develop an appreciation of the Communication Technology for Social Work Profession
3) Develop attitudes and skills appropriate for using internet and computer technology for social work research
4) Develop skills for use of Computers and documentation in research work
5) Acquire competencies for data analysis and develop skill for research report through use of computers

****

Unit I

Unit II
Fundamentals of Internet – History of Internet – Internet Access- Dialup Connection- Direct Connection – Internet Addressing – IP address - Domain name systems (DNS) - Internet protocols - services of internet - E-mail, FTP, Telnet, World Wide Web (WWW) - web browsers- searching the web – web index – search engines – making your search - Finding Fund agencies (international and national level )- designing web page.

Unit III
E-Governance - Definition and Importance of Electronic Governance - Evolution of E-Governance - Information Society and Community Empowerment -Opportunities and Challenges for E-Governance in India

Unit IV

Unit V
Presentation Package – Introduction to Power Point- Creating Presentation- formatting slides- show time effects and animation effects- Create graph chart - organization chart – Format and run a presentation - View Slide Show -Proposal presentation.
References:
5. Laura Acklen et al, Microsoft Office 97 Professional Essentials, EEE Que E&T, PHI (1998)
Paper 2.1 - Social Group Work

Learner objectives:
1. To understand the Group work method and its application in practice.
2. To equip learners with theoretical knowledge for work with various Group settings.
3. To develop competencies in learners to use the method in practice while working with Group settings.
4. To equip learners with values and skills necessary for working with Group settings.

*****

Unit I
Social Group Work- Definition, characteristics, historical development, current trends its relevance and scope. Basic assumption and philosophy behind Social Group. Psychological Needs that are being met in Groups.

Unit II
Knowledge base for group work- psychoanalytic theory, learning theory, field theory, social exchange theory, system theory. Group dynamics – definition, functions and basic assumptions.

Unit III

Unit IV

Unit V
Group work in various setting: correctional, hospital, educational, old age homes and communities. Use of socio – metry for group work. Skills of the Social Group Worker. Scope and limitations of group work in different fields of social work- Group work model.

References :
Paper 2.2 - Community Organization and Social Action

Learner Objectives:
1. Develop understanding regarding community organization as a method of social work
2. Understand the critical elements of community organization practice
3. Enhance the understanding of the roles of the agencies and community organizer
4. Enhance critical understanding of the models and strategies for community organization
5. Develop perspective and skills for participatory processes in the community and civil Society.

****

UNIT I

UNIT II

UNIT III
Skills in Community Organisation – Organising Conferences – committee meetings, training, communication, consultation, negotiation, conflict resolution, networking and use of relationship.

UNIT IV
Application of Community Organisation in different fields – health correctional, educational, rural, urban, industrial etc., Community Welfare councils and Community chest.

UNIT V
Social Action: Definition, Objectives, Principles, Methods and strategies. Social action and social movement, social action for social development. Scope of social action in India. Enforcement of social legislation through social action. The concept of participatory social action and social work. Paulo Ferries and Ivan Illiche’s Philosophy of social work: the Concept of Concentisation,
Padegogy of oppressed and de-schooling society could be the frame works of Radical Social work

References:
Paper – 2.3 Social Work Research and Statistics

Learner Objectives:
1) Develop an understanding about the scientific approach to human inquiry
2) Develop an appreciation of the value and approach in social work research in addressing
   Problems in the field of professional practice
3) Develop attitudes and skills appropriate for social work research
4) Develop skills for use of library and documentation in research work
5) Acquire the skills for data analyses and research writing

UNIT I

UNIT II
Problem Identification and formulation of Hypothesis. Research design-concept, type, exploratory, formulative, descriptive, diagnostic, experimental, evaluative, case study, Multi Design, Participatory research and Single Subject research.

UNIT III
Sampling – importance – types of sampling tools of data Collection – Source of data: Primary and Secondary. Observation, Mailed questionnaire and Interview Schedule- meaning and construction, advantages and limitations. Interview – nature and importance, type of interviews. Uses of scaling techniques.

UNIT IV

UNIT V

References:
Paper 2.4 Social Welfare Administration and Legislation

Learner Objectives:
1. Develop understanding regarding Social welfare and Administration as a method of social work
2. Understand the various social legislations
3. Enhance the understanding of the roles of the agencies for social welfare administration.

*****

UNIT I

UNIT II

UNIT III

UNIT IV
Registration - Societies Registration Act 1860, Procedure under Tamil Nadu Societies registration Act 1975 – Foreign Contribution (Regulation), 1976, Indian Trust Act 1881 – The Duties and Responsibilities of office bearer and the executives, the role of general body and governing board.

UNIT V
Evolution of Social Policy in India – sources and instrument of social policy – policies regarding other backward classes, Scheduled Castes, Scheduled Tribes and other de-notified communities – Provisions of safeguarding the welfare of weaker sections – social welfare services for women and children and minority communities.

References:
Learner objectives:

1. To make the course relevant to the needs of the society in order to direct the content of the course socially relevant.

2. To involve the students in field works so that the society may benefit out of their social works.

3. To understand the various field of Social Work through voluntary agencies.

4. To analyze the need and importance of NGOs and Government Agencies for the betterment of society.

5. To know the various social problems and Role of NGOs to address the Social problems.

[Learners have to visit at least three agencies and select one agency for doing 10 days field work (field work involves identify the nature and history of Agency and office bearers, list of activities, working area, source of funding achievement of organization, Future activities etc). The candidate should submit 10 days attendance sheet along with the field work report as per the format prescribed by the University]

**Learner Objectives:**

1. Develop and understanding of management theories and approaches, and gain insight into global perspectives of management of human resources.
2. Understand the role, responsibilities and functions to be handled by the HR Managers.
3. Develop the skills required to program the managerial functions.

**UNIT 1**

Human Resource Management – Definition – Objectives and functions – Role and structure of personnel function in organisations – Personnel principles and policies.

**UNIT 2**


**UNIT 3**


**UNIT 4**


**UNIT 5**


**UNIT 6**

Personnel Records/ Reports – Personnel research and personnel audit – Objectives – Scope and importance.
References:

**Paper 3.2 – Disaster Management**

**Learner Objectives:**
1. Develop an understanding of Disaster Management in Social Work Perspectives
2. Understand the role, responsibilities and functions to social workers in the fields of Disaster Management
3. Develop the skills required to involve in Disaster Management Programme

***

**UNIT I**
Disaster: Meaning – Types – Manmade – Natural – Need for disaster management.

**UNIT II**

**UNIT III**

**UNIT IV**

**UNIT V**

**UNIT VI**
Disaster Management-II: Role of Hospital, Community, Voluntary agencies and Government in disaster management.

REFERENCE BOOKS:

Paper 3.3 - Gender and Development

Learner Objectives
1. To develop an understanding of the perspective of women and development in Indian society.
2. To develop the ability to identify areas of work with women and understand strategies to change the situation in terms of personal liberation as well as in terms of making women a part of the developmental process.
3. To develop competencies to examine the social systems that effect women in meeting growth needs and special needs.

Unit I
Introduction: The concept of development with reference to women: Women and Development; Gender in Development, Patriarchal Structures in India, Ideological and Socio-Cultural constructs, Changing perspectives of the roles and obligations of women through history, The women's Movement with reference to approaches to Feminism – liberal, Radical, socialist and Post Modern – Feminism in India, Education and Women’s Development, Sexism in Education. Education as agent of sex role stereotyping, Reorganizing and using the education system form raising the status of women, Alternatives to formal education – non formal education, Adult education, Continuing education, Distance Education.

Unit II

Unit III
Women and Health: Mortality and Morbidity patterns among women, Health as a Gender issue. Family planning methods and their impact on women, differential access to health services, rural and urban differential in health and its implication for the health of the rural women.

Unit IV
Women and Law: Safeguards and provisions relating to women in the Indian constitution
Legal rights of women in India with reference to marriage, Divorce, Maintenance, Inheritance, Adoption, Employment, Maternity benefits.
Legal provision regarding Dowry, Sati, Rape, Prostitution, Eve-teasing, Sexual Harassment and their effect on women – Violence against women in the family, Work place, media.

Unit V
Intervention: Government policies and programmes, Action for ensuring human rights of women, Role of women’s organization and activities group for ensuring human rights, Madar sangams and self-help Groups

References:

Paper 3.4 - Counseling

Learner Objectives:
1. To understand the Counseling method and its application in practice
2. To equip learners with theoretical knowledge for work with individuals and families
3. To develop competencies in learners to use the method in practice while working with individual clients and families.
4. To equip learners with values and skills necessary for working with individuals and families.

****

Unit I

Unit II
Theoretical foundations of Counseling: Psychoanalysis, Adlerian, Client-centered, Transactional, Existential counseling, Gestalt, counseling, Rational- emotive
therapy, Behavioural Counseling, Reality therapy. Counseling relationship: Regard and respect, Authenticity, Empathy.

Unit III

Unit IV

Unit V
Counseling as a profession: Counselor as a professional, Nature of the profession, ethical standards, research. Personal growth and efficiency of the counselor. Concerns of self, attitudes, values, beliefs, relationships, self-esteem, openness to others, accepting personal responsibility, realistic levels of aspirations, self actualization. The portrait of the helper, the portrait of a trainee.

References:
1. Association of Counseling in Asia, perspective and practices, Psychological and educational counselors of Asia, Practices 1982
2. Bengalee, M. Ethroo: Guidance if you please, Macmillan, Bombay., 1972
6. Currie, Fr. J: Barefoot Counseling – A primer in building, relationship, Asiam Tarding Cor, Bangalore,
Learner objectives:

1. To make the course relevant to the needs of the society in order to direct the content of the course socially relevant.
2. To involve the students in field works so that the society may benefit out of their social works.
3. To understand the various fields of Social Work through voluntary agencies
4. To analyze the theory and practice of Social Work methods such as Case Work, Group Work, Community Organization and the importance of these methods for the betterment of society.
5. To understand the various social and psychological problems and role of social workers to address the social problems by using these social work methods.

Mode of Working:

1. Case Work:
   Learners shall have to handle two Case works and maintain case work records (learners are advised to refer and follow the theoretical background for Case Work - Paper 1.4)

2. Group Work / Community Organization:
   One Group Work (learners are advised to refer and follow the theoretical background for Group Work - Paper 2.1) or Community Organization programme (learners are advised to refer and follow the theoretical background for Community Organization – Paper 2.2)

3. Guidance:
Learners are advised to get able guidance of Heads of NGO’s and Government organizations in their respective field work agency (preferably MSW qualified).

4. Submission of Report and Duration of Field Work:

Learners should submit Case work record, group work or Community Organization records as per the format prescribed by the University along with 10 days attendance sheet from their respective Field Work Agency.
Specialization – Community Development
Paper 4.1.1 Rural – Urban Community Development

Learner Objectives:
1. Understand Urban, Rural and Tribal social systems and their problems
2. Understand the change processes in Urban, Rural and Tribal Communities
3. Understand issues and their implications on Urban, Rural and Tribal Communities
4. Understand the challenges for interventions by community workers

*****

Unit I
History of Rural Community Development in India: Origin and background, early experiments, and Rural Community Development since independence, Constitutional provision and Community Development in the five year plans, Principles of Community Development, Community Development Processes Roles of Community Development worker.

Unit II
Community Development: Definition, Concept, Philosophy and Objective, Scope of Rural Community Development: Approaches to Rural Community Development. Casteism, ill health, housing, migration, illiteracy’. And conservatism. Integrated Rural Development: Objectives, Characteristics, Strategies and administration. Role of Social Worker during disasters, floods, drought, earthquake, and Tsunami.

Unit III

Unit IV
Urban Development: Urban community Development, Urbanisation, Urbanism, Differences between urban development and urban community development – principles of UCD; Approaches of UCD Government and Non-Governmental approaches – Urban community Development in India – Delhi and Hyderabad projects – Urban community Development in Tamil Nadu – MUDP and TNUDP – structure and functions of the Tamil Nadu Housing Board, HUDCO, Corporation of Chennai, MMDA – Non-Governmental agencies in Urban Community Development.

Unit V
Slum: Definition, Characteristics, types, causes and consequences of growth of slums – The Tamil Nadu Slum Areas (Slum Clearance and Improvement) Act, 1971 – structure and functions – Social Work Intervention in UCD – Conscientization – goal
settings; identifying and developing leadership, resource mobilization; resolving group conflicts, programme planning and service delivery, enlisting people’s participation, monitoring and evaluation.

References:

2. Dilip Shah (2005) Rural Sociology, India : ABD Publisher
Paper 4.1.2 Welfare of the Weaker Sections

Learner Objectives:
1. To understand the concept & process of welfare of Weaker Sections
2. To understand the situation of Weaker Sections
3. To understand the history & philosophy of weaker sections
4. To know the rights of welfare of weaker sections
5. To know the programmes & services for welfare of weaker sections

Unit I
Weaker section: definition, criteria for classification, meaning of Schedule Caste, Schedule Tribes, denotified communities, nomadic and semi nomadic communities, and most backward classes.

Unit II
Untouchability – historical, sociological and psychological perspectives of Untouchability, causes for Untouchability, contribution of social reformers and voluntary agencies in the removal of Untouchability. Contribution and legislative measures for the eradication of Untouchability.

Unit III
Schedule area, population, ecological distribution, demographic and socio economic characteristics of scheduled caste. Ideologies relating to the development of weaker section, programmes of govt. and NGO are for the welfare of scheduled castes and its effect and impact.
Tribal: Characteristics, problems faced by Tribal in India, welfare measures taken by government and NGO’s. Impact of globalization on tribal people.

Unit IV
Bonded labour-meaning, causes, measures taken by the government to abolish it Differently abled, types, welfare and rehabilitative measures taken by the government and NGO’s role of social workers in welfare of weaker section.

Unit V
Status of women in India, Role of NGO’s in women empowerment. Constitutional provision to safe guard the interest of weaker section. Role of social workers in welfare of weaker section.

References :
Paper 4.1.3 Management of Non-Governmental Organization

Learner Objectives:
1. To understand policies and procedures involved in establishing and maintaining human service organization, need for change.
2. To understand the overall environment and its impact on the nature, structure and development of the organization in corporate, public and voluntary sectors in context of social work profession.
3. To acquire skills to network and participate in the management of resources human material, environmental and network.

Unit-I
Non-Governmental Organization in India: Concept-Genesis and Growth-Types- Role of NGOs in Development and Welfare-Performance and Environment of NGOs- Relationship to State and Civil Society.

Unit- II

Unit–III


Unit – IV

Unit – V

References:
Specialization – Medical & Psychiatric
Paper 4.2.1 - Medical & Psychiatric Social Work

Learner Objectives:
1. To orient learners to the field Medical & Psychiatric Social Work.
2. To develop understanding and expected competence about the task, role and function of Medical & Psychiatric Social Workers in various settings.

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Unit 1.
Concept of Medical and Psychiatric social work
i) Evolution of medical and psychiatric social work in UK, USA and in India.
ii) Functions of medical and psychiatric social workers.

Unit 2.
Present practice and equipment of medical social work in various settings:
   a. General Hospitals, Government, Corporate and private, Specific disease hospitals, Specialized Clinics, Community health centers, blood banks, eye banks, health camps.
   b. Schools for the physically and mentally challenged, sheltered workshops, residential institutions for physically and mentally challenged.

Unit 3.
Present practice and equipment of psychiatric social work in various clinical settings
Mental health Institutions, psychiatric departments in general hospitals, private psychiatric clinics, halt way homes, day care centres, sheltered workshops, child guidance clinics, Departments of Teaching Hospitals including Dept of Preventive and social Medicine in Medical Colleges.
(Note: The course will be strengthened with visits to all organizations above)

Unit 4.
Practice of medical and psychiatric social work in facilitative settings:
   a) Social Work in Schools.
   b) Social Work in Industry.

Unit 5:
Supportive services and networking for practice of medical and psychiatric Social Work. Teamwork in Medical and Psychiatric settings.
1. Skills and techniques used in medical and psychiatric social work practice.
References:
5. Patel Vikram (2002) where there is no Psychiatris, Delhi: Vhai (Voluntary of Health Association of India)
Paper 4.2.2-Foundation of Psychiatry

Learner Objectives:
1. To equip students with basic knowledge of human anatomy & physiology
2. To orient them to advanced medical information
3. To equip the students for their role as Medical Social Workers

Unit I
Concept of mental health – characteristics of mentally healthy individual. Psychiatry – definition, historical development and growth of psychiatry. Symptoms disorders of perception, thought, speech, memory, emotion, and motor disorders.

Unit II

Unit III
Prevalence, etiology, clinical manifestations, treatment modalities of psychosis organic psychosis schizophrenia and affective disorders)-functional psychosis personality disorders.

Unit IV
Prevalence, etiology, clinical manifestation and treatment modalities Psychosomatic disorders- alcoholism and substance abuse and psychosexual disorders. STD – prevalence of HIV/AIDS in India – approach to patients with suspected HIV infection, pre-test counseling.

Unit V
Prevalence, etiology, clinical manifestation and treatment modalities of childhood psychiatric disorders- mental retardation, epilepsy. Trans cultural psychiatry and cultural bound syndromes.

References
2. Colin Pritchard (2006), Mental Health Social Work, USA : Routledge

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Paper 4.2.3 - Medical Social Work

Learner Objectives:
1. To orient learners to the field Medical Social Work
2. To develop understanding and expected competence about the task, role and function of Medical Workers in various settings

Unit I
The meaning of health, hygiene, illness and handicap. Historical development in medical social work in the west and in India. Medical social work practice in different settings-hospitals, out patient department, emergency care, special clinics and community health. Problems encountered by medical social worker in the field.

Unit II
Organization and administration of medical social work department in hospitals. Medical social work in relation to different disciplines, multi-disciplinary approach and team work, patients right in health care.

Unit III
The psycho social problems and the role of medical social worker in dealing patients with TB, STD, AIDS,POLIO, Malaria, Leprosy, Typhoid, Cancer, Hypertension, cardiac disorders, and asthma.

Unit IV
Concept of public health and preventive medicine, levels of prevention; primary, secondary and tertiary prevention. Food and nutrition: importance of nutritional constituent of food, balanced diet, nutritional deficiency diseases and preventive measures, problems of mal nutrition in India and measures to tackle it.

Unit V
Role of medical social worker in rehabilitating a physically challenged patient, team work – involvement of the family members, importance of family planning, sex education and school health programmes.

References
4. Mane, Purnima (1990) Setting in Child Gridances Clinic, Mumbai : Tata Institute of Social Service
5. Mane, Purnima Katy, Gandevia (1993) Mental Health In India, Mumbai : Tata Institute of Social Sciences
6. Javeri D. R. (1996) Social Work in Hospital Set up, KEM Hospital, Mumbai
10. Sathe, R. V. (1897 Ed.) You and Your Health, India: D. Bhave Book Trust
11. Werner David (1994 Ed.) Where there is no doctor, New Delhi: VHAI (Voluntary of Health Association of India)
Specialization – Personnel Management and Industrial Relations
Paper 4.3.1 - Fundamentals of Personnel Management

Learner Objectives:
1. To understand the Philosophy, Principles and Policies of Personnel Management.
2. To know the role, responsibilities and functions to be handled by the personnel managers.
3. To develop the skills required to program the managerial functions.

Unit I

Unit II

Unit III

Unit IV

Unit V

Unit VI
References:

2. Dale Yodder and Paul D Standohar : Personnel management and Industrial Relations.
Learner Objectives:
1. Develop the knowledge of employee welfare: pre-independence, post independence and its changing nature in the era of globalization.
2. Understand the importance of Health, Hygiene and problems related to industrial hazards, occupational diseases and its safety management.
3. Knowledge of various government organization working for employee welfare.
4. Develop insight of employee welfare programme and its relevance to work culture and productivity.

Unit I

Unit II

Unit III

Unit IV

Unit V
Concept of social security – social insurance and social assistance. Legislations related to Social Security. The E.S.I Act -1948- The Employees Provident Fund and

References
Paper 4.3.3 Industrial Relations

Learner Objectives:

1. Develop the knowledge of Industrial Relations.
2. Understand the importance of Industrial Relations and forms of Industrial Relations machinery.
3. Develop insight of employee communication health, safety and security.


REFERENCES:
4. Mamoria and Mamoria, Dynamics of Industrial Relations in India, Himalaya.
Specialization – Rehabilitation and Resettlement

Paper 4.4.1 - Social Work for Rehabilitation and Resettlement

Learner Objectives:
1. Understand the concept of Rehabilitation and Resettlement
2. Understand the change processes in Rehabilitation and Resettlement
3. Understand issues and their implications Rehabilitation and Resettlement
4. Understand the challenges for interventions by Social workers in the field of Rehabilitation and Resettlement

Unit 1
Meaning of resettlement and rehabilitation, need for r&r, voluntary and involuntary resettlement – resettlement action plan.

Unit 2

Unit 3
Frequently used R&R terms- project affected family- project affected person, (hawkers, squatters, tenants, leaseholder, laborers, vulnerable p a p, entitled person/beneficiaries, encroachers, corridor of impact (coi).

Unit 4
R&R benefit for affected family (as per E S F), issue of indenifify cards, payment of compensation, economic rehabilitation measures, relocation of CPR, public disclosure.

Unit 5
Institutional mechanism- project management unit, technical review committee, project implementing unit, R&R cell, l a cell, n g o role & involvement, public information center, r& r committee, negotiation committee, grievance redressed committee, national monitoring committee, role of community development specialist/social workers,

References:
2. Go.ms. no.145 dt. 29.4.2005
3. Go. ms. no.115-dt. 6.10.2006. Municipal administration and water supply (MAWII) dept.
4. Ministry of rural development, govt. of India. dept. of land resources - www.dolr.nic.in
6. www.tnudf.com
Paper 4.4.2 – Emerging Trends in Rehabilitation and Resettlement: Environmental-Social-Impact-Management

Learner Objectives:
1. Understand the concept of Rehabilitation and Resettlement
2. Understand the Emerging Trends on Rehabilitation and Resettlement
4. Understand the challenges for interventions by Social workers in the field of Rehabilitation and Resettlement

Unit 1

Unit 2
Environmental policies-regulatory framework-, key environmental rules and regulations-environmental categorization of projects.

Unit 3
Social impact- major- minor –social regulatory framework-,social safeguard entitlement framework or benefits, social categorization of projects.

Unit 4
E.M.P - mitigation measures, environmental codes of practices, landscape plan, budget estimate, monitoring plan, institutional arrangement.

Unit 5
S . M. P-mitigation-measures –environment and social appraisal and management- social and environmental monitoring.

References:
1. Bodkin e., charles e.1982 ‘environmental studies’, merrill pub.co., Ccolumbus, Ohio.
5 ESF approved by govt .of. Tamil Nadu. TNUIFSL – TNUDP- III
Paper 4.4.3 – National and International Agencies for Rehabilitation and Resettlement

Learner Objectives:
1. Understand the role of National and International agencies in the field of Rehabilitation and Resettlement
2. Understand various contributions on National and International agencies in the field of Rehabilitation and Resettlement
3. Understand the challenges for interventions by Social workers in the field of Rehabilitation and Resettlement

Unit 1
Introduction of national and International agencies for Rehabilitation and Resettlement

Unit 2
National and State Disaster Management Committee: History, Role and Functions and Challenges

Unit 3
Institutional Mechanism- Project Management Unit, Technical Review Committee, Project Implementing Unit, R&R cell, I A cell, NGO role & Involvement.

Unit 4
Public Information Center, R& R Committee, Negotiation Committee, Grievance Redresses committee, National Monitoring Committee,

Unit 5
International Agencies for Rehabilitation and Resettlement and challenges for interventions by Social workers in the field of Rehabilitation and Resettlement

References:
1. Bodkin e., charles e.1982 ‘environmental studies’, merrill pub.co., Ccolumbus, Ohio.
5. ESF approved by govt .of. Tamil Nadu. TNUIFSL – TNUDP- III
Paper 4.4 Block Placement and Project Report

Learner objectives:

1. To make the course relevant to the needs of the society in order to direct the content of the course socially relevant.
2. To involve the students in field works so that the society may benefit out of their social works.
3. To understand the various field of Social Work through voluntary agencies
4. To analyze the various role of social workers in NGOs and Government Agencies for the betterment of society and to know the various social problems and role of NGOs to address the Social problems.
5. To train the learner to identify any individual social problem and to submit a project report by employing research tools based on the research experience or train the learners to study about the various activities of the field work agency and to evaluate the programmes or their achievement by preparing project report of the selected agency and its achievement of the particular field in its working area.

Mode of Working:

1. Block Placement:
   Learners have to select one organization depends on their specialization (NGOs for Community Development and Rehabilitation and Resettlement or Hospital (identify hospital which has Department of Medical and Psychiatry or Industrial setting) for Block placement

2. Project Report Preparation:
   Based on their Block placement experience they have to prepare their Project Report as per the guidelines prescribed by the University.

3. Guidance:
Learners are advised to get able guidance of Heads of NGOs and Government organizations in their respective field work agency (preferably MSW qualified).

4. Submission of Project Report and Attendance sheet for Field Work:
   Learners should submit their Project Report along with 10 days attendance sheet from their respective Block Placement Agency, as per the format prescribed by the University.
MASTER OF SOCIAL WORK (MSW)

FIELD WORK MANUAL

DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPAPA UNIVERSITY
(Accredited with “A” Grade by NAAC)
KARAIKUDI – 630003
Eligibility To Become A Field Work Instructor

(i) Faculty Members having Master’s degree in Social Work (Institutions in the Department of Social Work affiliated to any Indian University recognized by the UGC and having *minimum 3 years of teaching experience* or

(ii) Trained Social Workers or Head of the Department of Government Departments like Panchayat(Village Level)/ Block Level/ District/State Offices and Social Welfare/Rural Development/ Women Development/ Health Departments/ AIDS Control Board Society/ Physically and Mentally Challenged Schools/ Orphanage/ Old age Homes/ Noon meals Schemes Department/ Hospitals/ Industry. NGOs, Private Hospitals and Industry or

(iii) Professionals holding Master’s degree in Social Work with respective areas of Social Work (Community Development/ Rural Development/ Rehabilitation and Resettlement/ Medical and Psychiatry/ Personnel Management and Industrial Relations) having *minimum of 3 years work experience* in the relevant area.

Field Work in Social Work Education: An Overview

Field Work is considered to be an integral part of social work education by all the Schools of Social Work in India. In order to maintain the academic quality of social work education, Directorate of Distance Education, Alagappa University also prepared structured Social work curriculum. Distance learners also acquire theoretical as well as field work knowledge in social work as per the guidelines formulated by the Review Committee on Social Work Education (1978). It has mentioned the following objectives of field work:
1. Development of professional skills through learning to use knowledge for the study and analysis of problems and selection of appropriate means to solve them;
2. Development of skills in problem-solving at the macro and micro levels
3. Integration of class room learning with field practice
4. Development of skills required for professional practice.
5. Developing skills required for professional practice at the particular level of training;
6. Development of professional attitudes, values and commitment; and

Further UGC Model Curriculum (2001) prepared by the University Grants Commission recommended that Field Work is a learning task. The Field Instructor is required to select tasks from these areas systematically. The sequencing of tasks is to range from simple to complex. The broad aim is to provide opportunities for applying the knowledge and the information gained in the theoretical background to reality situations. This learning experience should provide an opportunity of working with communities, groups, individuals/families and managing organization tasks. The Six areas are:

1. Understanding both the agency and the clients as systems.
2. Developing knowledge about administrative procedures, programme management, and utilizing these skills in practice.
3. Developing Skills of problem solving process, and practice based research.
4. Acquiring skills in communication – writing client records, documentation of agency records, correspondence, and public relations skills.
5. Using instruction to learn practice.
6. Developing as a professional.

**Objectives of the First Year Learner (Paper Code 2.5)**
UGC Model Curriculum (2001) prepared by the University Grants Commission recommended the following objectives for the first year learners:

1. Develop knowledge of the socio-economic and cultural realities, and their impact on the client system with specific focus on marginalized groups.
2. Develop beginning skills to analyze the impact of the wider social system on individuals, families, groups, communities and organizations.
3. Understand the agency as a system – its philosophy, thrust, objectives, structure and management of service/programmes.
4. Develop the ability to involve the client system in the problem solving process, utilizing skills of social work interventions, including research.
5. Develop skills in documenting practice.
6. Develop skills in identifying and utilizing the community resources both government and voluntary.
7. Develop ability to work as a member of a team.
8. Reinforce belief in the inherent strength of the people to meet their needs and resolve problems.
9. Make consciousness use of professional values and ethics.

Note to the Field Work Instructor:

Work assigned should be with the Individuals, Families, Groups or Communities who are victims of circumstances /Marginalized. For example – Exploited women, migrant workers, landless laborers, school dropouts, street children, neglected elderly, and HIV or AIDS affected persons, persons with various disabilities. Etc.

Areas of Work Assignment to First year Social Work Learners:

UGC Model Curriculum (2001) prepared by the University Grants Commission recommended the following areas of work assignment for the first year learners:

Area 1: Social Work in the Organization/Community
Understanding the agency/community

Task provided should aid learner to.

1. Understand the socio-economic and cultural realities and their impact on the organization/community and the client system.
2. Understand the administrative structure, the communication patterns, leadership, power structure, decision making and functions of personnel, in government and voluntary agencies.
3. Understand the programmes, programme management and participate in their delivery with the use of appropriate programme media. Show ability to write proposals for new programmes and initiate them.
4. Understand the relationship of the organization to others, and its overall physical/human environment and appreciate need for networking.
5. Understand the financial management, including source of funds, efforts at fund raising.
6. Understand and appreciate the role of the social worker and the learners in the organization.

Area II: Developing Knowledge of Administrative Procedure and Programme Management.

1. Involve learners in day to day administration planning, implementation and evaluation.
2. Tasks like preparing project proposals for new programmes.
3. Administration of ongoing services, maintaining accounts, ledgers.
4. Correspondence and records of the organization.
5. Budgeting and Fund raising.
6. Working with various categories of personnel in the organization and also as a member of a team
7. Planning and implementing short term training programmes for personnel in the organization.

**Area III: Problem Solving Process and Practice Based Research**

1. Identify problems and analyse them
   a. Analyse the causative factors and dynamics in the problem situations.
   b. Select appropriate strategy, methods and techniques of problem solving.
2. Establish and maintain relationships.
3. Identify focus of work together with client, groups/communities.
4. Involve the client system in the problem solving process.
5. Identify and utilize resources – human material and financial
6. Select and utilize appropriate tools for problem-solving, such as interviews – individual/groups, home visits, programme media and research.
7. Integrate theory and practice and utilize the integrated approach in social work practice.
8. Conduct a small practice based research.

**Area IV. Develop Skills for Communication**

1. Records to indicate:
   a. Selection of material for recording
   b. Sequential arrangement
   c. Clarity and consistency
   d. Feeling and attitudes
   e. Perception of dynamics of interaction
   f. Beginning ability to operationalize theoretical inputs in field practice.
   g. Growth as a professional practitioner
2. Ability to write different types of records like memos, letters, referral letters, Minutes, reports, document practice.

3. Use appropriate media when presenting reports.

**Area V: Learners Practice to Manifest**

1. Internalization of Social Work principles like: respect for persons, social justice, confidentiality, empathy, human dignity, right to decision making, gender sensitivity.

2. Develop understanding of strengths and weakness, ability to see preconceived notions of people and issues, recognize habitual patterns of behavior and make efforts to change.

3. Openness to learn, in relation to client system, authority, team members and others.

4. Conscious use of self as growing professional.

**Area VI: Responsibility towards Self/ Profession/ Learn Practice**

1. **Responsibility Towards Self**
   a. Regularity and Punctuality at work and appointments
   b. Recognition of the need for an on-going assessment of own capacity to assume and manage responsibility.
   c. Not giving false assurance.
   d. Preparation of self and client system for termination.
   e. Makes efforts to fulfill responsibilities assigned within the stipulated time and gives importance to tasks.
   f. Gradual identification with the agency and the profession.

2. **Responsibility to the Profession**
   a. Develop a commitment to the profession, its ethics, and for social change
   b. Work towards enhancing the status of the profession
c. Disseminate information of the profession
d. Assume conscious responsibility for actions
e. Value efforts as more important than success and failure.
f. Dress appropriately and consciously develop behavior as a disciplined self.

3. Using Instruction to Learn Practice
a. The Learner and the instructor use field instruction as a tool for mutual professional growth.
b. Understand the importance of recording and their regular submission
c. Integration of theory and practice should be reflected in records and be discussed at conferences.
d. Shows willingness to accept strengths and limitations, and uses guidance to for professional development.
e. Demonstrate self-discipline in practicing social work ethics and values and norms to observe in behavior and dress.
f. Takes responsibility for learning by planning conferences and participating in them through discussions.
g. Receive guidance for practice based research.

Type of Work Assignment at the Final Year Level

Note to the Field Instructor
Encourage the learner to locate the problems in larger groups, and understand the relationship between micro and macro systems, and work with issues affecting large groups and work with communities/group/individuals, for the same. The practice to show more reflective ability along with that of task oriented work.
Encourage the learner to progress from Individual/families to issue based practice and reinforce previous year’s learning.

**Area I. Social Work Communities and Organizations**

1. Develop skills to analyze complex situations, and evaluate the agencies functions in relation to needs/problems of the client system.
2. Critically analyze the philosophy, policy, thrust and traditions of the organization within the frame work of the national policy, constitutional rights, human rights and international programmes.
3. Identify gaps in policy, develop initiative and use advocacy skills to bring about change at local, state and national level.
4. Use selective skills of social worker and different roles to enable people meet challenges.

**Area II  Working in Teams**

1. Enhance skills of working with inter-disciplinary teams to support people’s quest to meet needs and goals.
2. Take initiative, and leadership roles while working with teams.

**Area III (A) Programme Management**

1. Encourage learner involvement in programmes for social issues/concerns, and projects, prepare proposal for new programmes.
2. Develop skills for evaluation of programmes, prepare reviews, and document.
3. Develop plans and implement these for staff development.
4. Develop skills to guide and train front-line workers, like NSS and other volunteers.
5. Collect information of other similar programmes, and develop skills of networking effectively with other agencies.
Area III (B) Records

1. Records
   i. Analysis of problem solving situations for new and significant areas of problem solving.
   ii. Internalization of professional values.
2. Independently prepares and utilizes records like summary records, case studies, agency reports – annual and six monthly, minutes of meetings, press releases.
3. Masters skills for documentation of activities like projects, programmes, case studies etc.

Area III (C) Plan

1. Plan, implement and evaluate programmes independently.
2. Be analytical and evaluate agency functions in relation to needs and problems of the client systems.
3. Takes the initiative in leadership while working with various teams, consciously assume different roles to suit different situations, and takes leadership and helps other to do so.
4. Provide opportunities to use selectively, skills of social work and utilize them to effect change.

Area IV Practice Strategies and Tools

Manifest selective and rational use of approaches, skills, techniques.
Introspect, in relation to own behavior, values-relative, absolute, intrinsic and extrinsic and utilize this for growth.
Appreciate others contribution, however small, in the field.

Area V (A) Responsibility towards Self

Professional responsibility and concern for the client system is manifested below:

1. Mastery in time management, regularity and sincerity in work.
2. Demonstrates social work values.
3. Uses participatory approaches and problem solving skills.
4. Preparation for termination with a view to helping the client system for self dependence.

**Area V (B) Responsibility Towards the Organization**

1. Functions confidently as a representative of the organization with respect to tasks undertaken.
2. Guides Junior Colleagues/Volunteers to develop skills.
3. Provides leadership in specific tasks in the team of social workers, as well as in the inter disciplinary teams.
4. Shows responsibility towards other organizations
5. Practices professional ethics.

**Area VI. Profession and Professional**

1. Enhances faith in the profession which is committed to social change. Willingly takes up challenging tasks with confidence.
2. Represents the profession :
   a. TO the public and other disciplines at meetings, seminars and enhances the image of profession.
   b. Writing

   Conducts self as the bearer of professional values.
**CONFIDENTIAL RECORD**

**FIELD WORK - EVALUATION (1ST YEAR)**

<table>
<thead>
<tr>
<th>Details of Field Work</th>
<th>Maximum Marks</th>
<th>Marks Obtained</th>
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<td>Social Work in the Community organization/Community</td>
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<td>Administrative Procedure and Programme management</td>
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<td>Problem solving process and Practice Based Research</td>
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<td>Skills for Communication</td>
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<td>Learners Practice to Manifest</td>
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<td>Responsibility Towards Self/ The Profession/To Learn Practice</td>
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Signature of Field Work Instructor

Head of the Institution

Seal:
**FIELD WORK - EVALUATION SHEETS (FINAL YEAR)**

Name of the Candidate: 
Enrolment Number: 
Name of the Field Instructor: 
Name of the Field Work Agency: 

<table>
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<tr>
<th>Details of Field Work</th>
<th>Maximum Marks</th>
<th>Marks Obtained</th>
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<tr>
<td>Working with Teams</td>
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<tr>
<td>Programme Management (Management, Records, Developing Strategies)</td>
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<tr>
<td>Responsibility towards self/organization</td>
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<tr>
<td>Profession and Professional</td>
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<td><strong>Total</strong></td>
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Signature of Field Work Instructor: 
Head of the Institution: 
Seal:
TITLE OF THE PROJECT

Project Report submitted to
Alagappa University
In partial fulfilment for the award of the degree of

MASTER OF SOCIAL WORK (MSW)

By
(Name of the Student and Enrolment No.)

Under the guidance of
(Name & Designation of the Guide)

DIRECTORATE OF DISTANCE EDUCATION
ALAGAPPA UNIVERSITY
KARAIKUDI – 630 003.

Month and Year
MASTER OF SOCIAL WORK (MSW): GUIDELINES FOR PROJECT

OBJECTIVE
The objective of the Project is to help the student to develop his/her ability to apply multi-disciplinary concepts, tools and techniques to solve Social Problems and/or to evolve new/innovative theoretical frame work.

NATURE OF PROJECT
The project may take any one of the following forms:

1. Comprehensive Case Study (covering only specific social problem /Application of one or more social work methods for identifying/analyzing/ implementing /Evaluating any specific social problem and to provide practical suggestions to overcome such problem)

2. Social, Economical, Psychological, Health Problems which affected individual or society.

3. Problems related to their respective specializations. For example Community Development, Medical and Psychiatry, personnel Management and Industrial Relations or Rehabilitation and Resettlement.

PROJECT PROPOSAL (SYNOPSIS)

PROPOSAL FORMULATION
Synopsis of the project should be prepared in consultation with the guide and sent to The Director, Directorate of Distance Education, Alagappa University, Karaikudi – 630 003 for approval. The synopsis should clearly state the objectives of the study, scope of the study, tools to be employed for data
collection, methodology and chapter scheme of the proposed project to be undertaken. It should cover adequate details of rationale of the study, sampling method, data collection, statistical tools and limitations of the study.

A PROJECT GUIDE: ELIGIBILITY

(iv) Faculty Members having Master’s degree in Social Work (Institutions in the department of Social Work affiliated to any Indian University recognized by the UGC and having minimum 3 years of teaching experience or

(v) Professionally Qualified Social Workers Working in any Government organization or Head of the Department of Government Departments like Panchayat(Village Level)/ Block Level/ District/State Offices and Social Welfare/Rural Development/ Women Development/ Health Departments/ AIDS Control Board Society/ Physically and Mentally Challenged Schools/ Orphanage/ Old age Homes/ Noon meals Schemes Department/ Hospitals/ Industry. NGOs, Private Hospitals and Industry or

(vi) Professionals holding Master’s degree in Social Work with respective areas of Social Work (Community Development/ Rural Development/ Rehabilitation and Resettlement/ Medical and Psychiatry/ Personnel Management and Industrial Relations) having minimum of 3 years work experience in the relevant area.

Note:

- Learners are advised to send their project synopsis as stipulated above with duly signed bio-data of the guide along with attested copy of PG
degree Certificate to the Director, Directorate of Distance Education, Alagappa University, Karaikudi – 630 003.

- In case the proposed guide is not found eligible by the Directorate, the student shall be advised to resubmit the proposal afresh, with the prior approval of the Director.

- In order to facilitate the learners, Directorate of Distance Education, Alagappa University, Karaikudi, has uploaded a list of approved guides who belong to various Heads of Departments / NGOs or Institutions / Eligible Guides in the State of Tamil Nadu and other States in our website www.alagappauniversity.ac.in. The Learners may also contact them and get their acceptance.

Learners are advised to select guides who are active professionals in the relevant area of selected topic, i.e., if the topic is in the areas of Social Work, the guide should be a specialist in Social Work and so on. Guides are also advised to restrict guiding projects to ten candidates only per year in their core specialization area only.

PROJECT PROPOSAL SUBMISSION AND APPROVAL

After finalizing the topic and the selection of the guide, the student should send the Project Proposal Proforma along with a Copy of the synopsis and Bio-Data of the guide (along with attested copy of the eligible educational qualification prescribed by the university) to The Director, Directorate of Distance Education, Alagappa University, Karaikudi, for approval. Proposals
found incomplete will be rejected. Learners are advised to retain a copy of the synopsis. The Project Proposal/synopsis shall be submitted during their IV semester on or before 15th March for learners admitted in the Academic year and 15th October for learners admitted in the Calendar year.

COMMUNICATION OF APPROVAL

A Written communication regarding the approval/non-approval of the project proposal will be sent to the student concerned within one month of the receipt of the proposal by the Director, Directorate of Distance Education.

RESUBMISSION OF PROJECT PROPOSAL

In case of non-approval of the proposal, comments / suggestions for reformulating the project will be communicated to you by the Director. In such cases, the revised project synopsis should be submitted with (i) revised project proposal and (ii) a copy of the rejected synopsis bearing the comments of the evaluator.

PROJECT REPORT FORMULATION

a) The Project Report may contain a minimum of 90-100 typed pages in one-half line space

b) The Report must adequately explain the rationale and objectives of the study, sample design, statistical tools, limitations of the study, chapterisation and the directions for future research.

c) The Project Report should also contain the following:
   i) Copy of the approved Project Synopsis
   ii) Certificate of originality of the work duly signed by the student and the guide.
iii) Attendance Certificate from the respective Block Placement Agency

**SUBMISSION OF PROJECT REPORT**

Two typed copies of the project report have to be submitted to the Director, Directorate of Distance Education, Alagappa University, Karaikudi.

**ENQUIRIES**

Enquiries (i) regarding the project approval should be addressed to The Director Directorate of Distance Education, Alagappa University, Karaikudi (ii) Regarding results, it should be addressed to: The Controller of Examinations, Alagappa University, Karaikudi – 630 003.
REGULATION AND SYLLABI FOR FIVE YEAR INTEGRATED MBA PROGRAMME

Course: MBA (Five year Integrated) [2009-10 onwards]

Mode: Distance Education

Duration: FIVE YEARS

Pattern of Examination:
- BBA – 3 years (Non-semester)
- MBA – 2 years (Semester)

Eligibility: Pass in Higher Secondary / Pre-University / Junior college / diploma or equivalent from a recognized institution

Medium: Both Tamil and English

COURSE OF STUDY AND SCHEME OF EXAMINATIONS

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<td>1.2.</td>
<td>Principles of Economics</td>
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<td>1.3.</td>
<td>Principles of Management</td>
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<td>1.4.</td>
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<td>1.5.</td>
<td>Financial Accounting</td>
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Second Year – Diploma in Business
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<tr>
<td>2.1. Banking Theory, Law and Practice</td>
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<td>2.2. Company Law</td>
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<td>2.3. Business Statistics</td>
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<td>3.2. Elements of Marketing</td>
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<td>3.3. Management Accounting</td>
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<td>3.4. Financial Management</td>
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<td>3.5. Principles of Personnel Management</td>
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### Fifth Year – Master of Business Administration
( I Semester )

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**Specialization : Marketing**

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**Specialization : Finance**

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**Specialization : Personnel**
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Paper 1.1: BUSINESS COMMUNICATION

UNIT-I

UNIT-II
Trade references and status enquires – Confirmation and execution of orders – Refusal and cancellation of orders – Acknowledging receipts of goods and making payments.

UNIT-III
Complaints and settlements – Collection letters – Circular letters.

UNIT-IV
Agency letters – Banking letters – Insurance letters.

UNIT-V
Drafting of Agenda and Minutes: Meaning – Types – Methods.

UNIT-VI
Reports: Types and preparation – Speech drafting – Occasions – Application for a situation.

REFERENCE BOOKS:
1. Bhal and Nagamiah, Modern Business Correspondence
2. Majumdar, Commercial Correspondence
4. Rajendra Paul, Business Correspondence.
Paper 1.2: PRINCIPLES OF ECONOMICS

UNIT-I
Law of demand – Consumer’s surplus – Indifference curve analysis – Concept of elasticity – Limitations of consumer’s sovereignty.

UNIT-II
Firm in the economy – External and internal economics – Factors limiting the size of the firm – The law of returns – Marginal revenue and Marginal cost – Optimum firm and Representative firm.

UNIT-III
Nature of costs in economics – Opportunity cost Vs Real cost – Fixed costs Vs Variable costs – Notion of marginal cost – Equilibrium of industry – Conditions of competitive equilibrium.

UNIT-IV
Markets – Nature of competition – Types of competition: Monopoly, Duopoly, Bilateral monopoly, Monopolistic competition.

UNIT-V

UNIT-VI
Rent – Scarcity Vs Differential rents – Quasi rent – Rent as surplus over transfer earnings – Rent as economic surplus.
Interest – Interest as reward for waiting – Liquidity preference theory. Profit – Risk and uncertainty – Normal profits – Marginal productivity and profits.

REFERENCE BOOKS:
1. Stonier & Hage, Economic Theory
2. Samuelson Paul A, Economics
3. Edward Nevin, Text book of Economic analysis
Paper 1.3: PRINCIPLES OF MANAGEMENT

UNIT-I

UNIT-II

UNIT-III

UNIT-IV

UNIT-V

UNIT-VI
Control: Controlling – Need for Control – Control Process – Control Techniques.

REFERENCE BOOKS:
1. Prasad L N, Reddy & Appanniah, Essentials of Management
2. Lallan Prasad, Koontz, O’Donnel, Essentials of Management
Paper 1.4: BUSINESS ENVIRONMENT

UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V

UNIT VI
Social responsibility – Responsibility towards various interest groups.

REFERENCE BOOKS:

1. Francis Cherunilam, Business Environment
2. Aswathappa K, Essentials of Business Environment
Paper 1.5: FINANCIAL ACCOUNTING

UNIT I

UNIT II
Bills of Exchange and the treatment thereof – Average due date – Account Current – Consignment and Joint Venture Accounts.

UNIT III
Accounts of Non-Trading Concerns – Receipts and Payment Accounts, Income and Expenditure Accounts and Balance Sheet.

UNIT IV

UNIT V
Company Accounts: Issue of Shares and Debentures at Par, Premium and Discount – Forfeiture of Shares and Re-Issue of forfeited Shares – Simple Cases of Final Accounts.

UNIT VI
Final Accounts of Banking Companies – Prudential Accounting Norms: Capital, Adequacy, Income Recognition, Asset Classification and Provisioning.

REFERENCE BOOKS:
1 Gupta R L, Advanced Accounting
2 Arulanandam M A, Raman K S, Advanced Accounting
3 Shukla M C & Grewal T S, Advanced Accounting
Paper 2.1: Banking Theory, Law and Practice

UNIT I
Commercial Banking – Functions of Commercial Banks – Balance Sheet – Credit Creation by Commercial Banks.

UNIT II
Central Banks – Functions – Credits Control Measures of the Central Bank.

UNIT III
Unit Banking – Branch Banking – Indian Commercial Banks, Nationalization of Major Commercial Banks – Objects – Place of Private Sector Banks.

UNIT IV

UNIT V
Law and Practice – Banker and Customer – General and Special Relationship – Bankers as Borrowers – Precautions to be taken before opening accounts – Legal significance of Fixed Deposit Receipts.

UNIT VI

Reference Books:
1. Basu, Theory and Practice of Development Banking
2. Muranjan S K, Modern Banking in India
Paper 2.2: COMPANY LAW

UNIT I
Company: Meaning and Characteristics – Types of Companies – Private Company Vs Public Company. Formation of Company: Incorporation – Documents to be filed with the Registrar – Certificate of Incorporation - Promoter

UNIT II

UNIT III
Share Capital and Membership in a Company: Share – Meaning and Types, allotment of Shares, transfer and transmission of shares.

UNIT IV

UNIT V
Company Meetings: Statutory Meeting – Annual General Meeting – Extra-Ordinary General Meeting Requisites of a valid meeting – Board Meeting – Resolution – Types – Chairman – Duties and Powers

UNIT VI
Winding Up: Meaning – Modes of Winding up – Winding up by the Court Official Liquidator – Liquidator – Provisional Liquidator – Liquidator’s Duties, Powers and Liabilities – Statement of affairs – Voluntary winding up – Types of voluntary winding up, Members and Creditors voluntary winding up – winding up subject to supervision of court.

REFERENCE BOOKS:
1 Kapoor N D, and Sen Gupta, Company Law
2 Shah S M, Lectures on Company Law
Paper 2.3: BUSINESS STATISTICS

UNIT I
Meaning and Scope of Statistics with Special Reference to Commercial Problems.

UNIT II

UNIT III

UNIT IV
Correlation(Linear Correlation Only), Interpolation.

UNIT V
Index Number: Definition of Index Numbers – Use of index numbers – Cost of Living Index – Index numbers of Wholesale Prices.

UNIT VI
Time Series: Seasonal, Cyclical and Irregular Fluctuations: Methods of Eliminating their influence – secular Trend.

REFERENCE BOOKS:
1. Elhance D N, Fundamentals of Statistics
2. Gupta S P, Statistics for Commerce Students
UNIT I

UNIT II

UNIT III
Special Contracts: Indemnity and guarantee – Bailment – Agency.

UNIT IV

UNIT V
Indian Partnership Act, 1932: Meaning and Test of Partnership – Registration of firms – Relations of Partners – Dissolution of firms.

UNIT VI

REFERENCE BOOKS:
1. Kapoor N D, Elements of Mercantile Law
2. Sen and Mitra, Commercial Law
3. Shukla M C, Mercantile Law
Paper 2.5: COST ACCOUNTING

UNIT I

UNIT II

UNIT III
Overhead – Classification – Allocation, Apportionment and Absorption of overhead.

UNIT IV

UNIT V
Standard Costing – Variance Analysis.

UNIT VI

REFERENCE BOOKS:
1. Jain and Narang, Advanced Cost Accounting
2. Prasad N K, Iyengar S P and Nigam and Sharma Cost Accounting
UNIT I

UNIT II

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UNIT V

UNIT VI
Inventory Management – Concept – Importance – Techniques.

REFERENCE BOOKS:
1. Buffa E S, Modern Production Management
2. Lundy J L, Effective Industrial Management
UNIT I
Modern Marketing concept – Approaches to the study of Marketing – Features of Industrial, Consumer and Services Marketing.

UNIT II

UNIT III

UNIT IV

UNIT V
Physical Distribution – Middlemen functions – factors deciding choice of Channel.

UNIT VI

REFERENCE BOOKS:
1. William J Stanton, Fundamental of Marketing
2. Mamoria C B & Satish Mamoria, Marketing Management
3. Gandhi J C, Rajan Nair, Marketing
Paper 3.3: MANAGEMENT ACCOUNTING

UNIT I

UNIT II
Ratio Analysis

UNIT III
Fund Flow and Cash flow Analysis.

UNIT IV

UNIT V

UNIT VI

REFERENCE BOOKS:
1. Maheswari S N, Management Accounting and Financial Control
2. Man Mohan and Goyal, Management Accounting
3. Hingorani, Ramanathan, and Katyal, Management Accounting


**Paper 3.4: FINANCIAL MANAGEMENT**

**UNIT I**

**UNIT II**

**UNIT III**
Capitalization – Over Capitalization and under capitalization – Watered Capital – Capital Structure – Determinants of Optimum Capital Structure

**UNIT IV**

**UNIT V**

**UNIT VI**

**REFERENCE BOOKS:**
1. Kuchal S C, Corporation Finance
Paper 3.5: PRINCIPLES OF PERSONNEL MANAGEMENT

UNIT I

UNIT II

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UNIT IV
Performance Appraisal – Objectives – Methods.

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UNIT VI

REFERENCE BOOKS:
**Paper 4.1.1: MANAGEMENT CONCEPTS**

**UNIT 1**
Management: Definition – Nature – Scope and functions – Evolution of management thought – Relevance of management to different types of organisation.

**UNIT 2**

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**UNIT 5**
Controlling: Objectives and process of control – Devices of control – Integrated control – Special control techniques – Coordination – Need and techniques.

**UNIT 6**
Recent trends and new perspectives in management - Strategic alliances – Core competence – Business process reengineering – Total quality management – Bench marking.

**REFERENCES :**

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Paper 4.1.2: ORGANISATIONAL BEHAVIOUR

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UNIT 3
Group Behaviour – Group dynamics – Group norms – Group cohesiveness – Their relevance to organisational behaviour.

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Power and Politics – Definition – Types of powers – Sources – Characteristics – Effective use of power.

UNIT 7

UNIT 8

REFERENCES BOOKS:
Paper 4.1.3: MANAGERIAL ECONOMICS

UNIT 1
Managerial Economics – Meaning, nature and scope – Economic theory and managerial economics – Managerial economics and business decision making – Role of managerial economics.

UNIT 2
Demand Analysis – Meaning, types and determinants of demand.

UNIT 3
Cost concepts – Cost function and cost output relationship – Economics and diseconomies of scale – Cost control and cost reduction.

UNIT 4
Production functions – Pricing and output decisions under competitive conditions – Government control over pricing – Price discrimination – Price discount and differentials.

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UNIT 6

REFERENCES:
Paper 4.1.4: QUANTITATIVE METHODS

UNIT 1
Graphical representation of functions and their application – Concepts of slope and its relevance – Plotting graphs of functions. Use of functional relationships to understand elasticity of demands. Productive function – Costs of operating a system – Measuring the level of activity of a system in terms of volume – Value and other parameters – Relationship between costs and level of activity – Costs and profits – Relevance of marginal average and total costs. Importance of “relevant costs” for decision-making – Break-even analysis and its uses.

UNIT 2
Introduction to the linear programming – Concepts of optimisation – Formulation of different types of linear programming – Duality and sensitivity analysis for decision-making.

UNIT 3
Solving LP using graphical and simplex method (only simple problems) – Interpreting the solution for decision-making – Other types of linear programming – Transportation – Formulation and solving methods.

UNIT 4
Introduction to the notion of probability – Concept of events – Probability of events – Joint, conditional and marginal probabilities.
UNIT 5
Introduction to simulation as an aid to decision-making. Illustration through simple examples of discrete event simulation. Emphasis to be on identifying system parameter, variables, measures of performance etc.

UNIT 6

REFERENCES:
5. N.D. Vohra, Quantitative Techniques in Management.
Paper 4.1.5: ENTREPRENEURSHIP

UNIT 1
Entrepreneurship: Meaning, importance, Types of entrepreneurs – Innovation: Concepts and types – Innovation as the essence of entrepreneurship – Sources of innovation.

UNIT 2
Entrepreneurial Environment: Significance – Internal and external environment forces – Psychological, social, cultural, political, legal and economic forces.

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UNIT 5
Entrepreneurial Culture – Entrepreneurial Society – Intrapreneurship.

UNIT 6
Special Programmes of assistance to Entrepreneurship – IRDP – PMRY – Development needs of women, rural and small entrepreneurs.

REFERENCES:
1. Peter F. Drucker, Innovation are Entrepreneurship.
2. Saravanavel, Entrepreneurship Development.
5. B.C. Tandon, Environment and Entrepreneurship.
Paper 4.2.1: CORPORATE ACCOUNTING

UNIT 1
Accounting Standards: Relevance and significance – National and international accounting standards – Accounting for Share Capital – Issue, forfeiture and surrender of shares.

UNIT 2

UNIT 3
Preparation and Presentation of Final Accounts of Companies – Divisible profits – Treatment of profits prior to incorporation – Calculation of managerial remuneration – Treatment of unclaimed dividends.

UNIT 4
Accounting treatment for Amalgamation, Absorption and External Reconstruction – Absorption based on intrinsic value of shares – Inter Company owings – Inter Company holdings – Internal reconstruction scheme of capital reduction.

UNIT 5

UNIT 6
Final accounts for banking companies – Insurance companies – Hotel companies.

RECOMMENDED BOOKS:
1. Arulanandam M.A & Raman, Corporate Accounting.
5. Mukherjee A & Hanif M, Modern Accountancy, Volume II.
Paper 4.2.2: LEGAL ENVIRONMENT

UNIT 1

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UNIT 6
FEMA 1999 – Objectives – Need. Functions of RBI under FEMA; Regulations over transactions in foreign exchange and securities – Restriction on capital account and current account transactions – control over realization of Foreign Exchange; Regulations of receipts and payments to resident outside India; Rules of Foreign Exchange possession and retention, realization, repatriation and surrender; provisions regulation export of goods and services – borrowing and lending in Foreign Exchange – acquisition and transfer of property in and outside India – establishment of branch/office in India; Insurance policy by an insurer outside India – Foreign Technology agreement provisions; Rules of derivative contracts in foreign exchange; Enforcement/penalties under the Act; FEMA and Income Tax.

REFERENCES:
1. Economic Laws : Datey
2. Bare Acts : Govt. of India
Paper 4.2.3: RESEARCH METHODS

UNIT 1

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UNIT 5

UNIT 6
Report Writing: Role and types of reports – Contents of research report – Steps involved in drafting reports – Principles of good report writing – Referencing – Criteria for evaluating research reports/ research findings.

REFERENCES:
1. John W Best, Research in Education.
4. Wilkinson and Bhandarkar, Methods and Techniques of Social Research.
5. ICSSR, Training in Research Methodology in Social Sciences in India.
Paper 4.2.4: INTERNATIONAL BUSINESS

**UNIT 1**

**UNIT 2**
Multinational Corporations (MNCs): Concept, strategy and organisation – Marketing management – Technology and MNCs – UN Code of conduct of MNCs.

**UNIT 3**
Economic Integration and Training Blocks: Structure of various regional economic agreements such as ASEAN, SAARC/ SAPTA, NAFTA, EC – their procedure and impact on the trading activities of the member states.

**UNIT 4**

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**UNIT 6**

**REFERENCES :**
Paper 4.2.5: MANAGEMENT INFORMATION SYSTEM

UNIT 1

UNIT 2
Management Information Systems – An overview: Management information systems concept – Evolution and element of MIS – Definition – Characteristics and basic requirements of MIS – Structure of MIS – Computerised MIS – Approaches of MIS development – Pre-requisites of an effective MIS.

UNIT 3
Computers and its effect on MIS – Limitations of MIS – MIS vs data processing – MIS and decision support system – MIS and information resource management – Executive information and decision support systems – Artificial intelligence and expert system – MIS in Indian organisations – Recent developments in information technology.

UNIT 4

UNIT 5

UNIT 6
Electronic Commerce and Internet: E-Commerce bases – E-Commerce and Internet – Applications of internet and website management.

REFERENCES:
2. Sadogopan S, Management Information Systems, PHI.
5. Lucas, Management Information Systems.
Paper 5.1.1: MANAGEMENT CONTROL SYSTEMS

UNIT 1
Nature of Management Control – Control in organisations – Phases of management control system – Management control vs task control.

UNIT 2
Control and Organisational Behaviour – Types of organisations and their implications – Types of organisations and their implications – Types of control and variations in controls based on organisational structure and design.

UNIT 3
Goals and Strategies – Key variables in management control design and their types – Key result areas.

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UNIT 6
Special Management Control Situations – Multinational companies – Service organisations – Non-profit organisations – Multi-project organisation.

REFERENCES:
Paper 5.1.2: PROJECT MANAGEMENT

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UNIT 4
Project Planning and Scheduling: Objectives – Process or planning components or good planning – Project designing and project scheduling and time estimation – Scheduling to match availability of man power and release of funds – Cost and time trade cost.

UNIT 5
Project Execution and Administration – Project contrasting – Containing prizes – Types – Project organisation – Firms or organisation – Project direction – Project communication – Project coordination – Factors influencing effective project management – Project time monitoring and cost monitoring – Project over runs.

UNIT 6
Project Control: Control techniques – PERT, CPM – Proper review – Project audit.

REFERENCES:
1. Prasanna Chandra, Projects Planning, Analysis, Selection, Implementation and Review.
5. Choudhry S, Project Management.
Paper 5.1.3: QUALITY MANAGEMENT

UNIT 1
Concept of Quality – Quality as customer delight – Quality as meeting standards – Actual vs perceived quality – Concept of total quality – Design, inputs, process and output – Need for quality – Function of quality – Philosophy of quality – Old vs new – Quality as a problem and as a challenge – 6 sigma concept.

UNIT 2

UNIT 3

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UNIT 6

REFERENCES:
1. Armond V. Feigerbaum, Total Quality Control, McGraw Hill.
2. Ron Collard, Total Quality, Jaico, Delhi.
5. Townsend & Gebhardt, Commit to Quality, John Wiley & Sons.
Paper 5.1.4: TECHNOLOGY MANAGEMENT


Technology Forecasting - Need and Methods - Trend Analysis, Analogy, Delphi, Soft System Methodology, Mathematical Models, Simulation and System Dynamics- Knowledge based techniques – Role of artificial intelligence techniques – Knowledge management techniques for technology management- Planned Obsolescence- Incremental and Leap forward approach to technology creation.


Managing Technological Transitions- Technology Adoption and Productivity - Adopting Technology-Human Interactions- Organizational Redesign and Re-Engineering- Technology Productivity- Managing Creativity and Organizational Learning- Managing Industrial R&D- Sustaining venture creation from industrial R&D- Competitive advantages through new
technologies – Product development from scientific breakthrough to marketable product


**REFERENCE BOOKS**

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<td>Gaynor – McGraw Hill</td>
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<td>Technological Systems And Development</td>
<td>James – Allied Publishers</td>
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<td>Nell Sullivan - Cambridge University Press</td>
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<td>Management Of Technology Change</td>
<td>Rao A S – Global Business</td>
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Paper 5.1.5: STRATEGIC MANAGEMENT

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UNIT 2

Strategic Management – Strategic decision-making – Business level sub-strategies.

UNIT 3
Generic Strategic Alternatives – Stability strategy – Growth strategy – Retrenchment strategy – Combination strategy and Turnaround strategy.
Strategic Alternative – Horizontal, vertical diversification – Active and passive alternatives.

UNIT 4
External Growth Strategy – Merger, acquisition, amalgamation, joint ventures and others – Problems.

UNIT 5

UNIT 6
ERP – Features and applications – Packages: BON-MARSHALL SAP – Functional features and implementation difficulties.

REFERENCES:
2. Peter F Drucker, Management Tasks, Responsibilities, Practices.
Specialization: Marketing

**Paper 5.2 – A.1: PRODUCT MANAGEMENT**

**UNIT 1**

**UNIT 2**

**UNIT 3**

**UNIT 4**

**UNIT 5**
New product success and failures in Indian context – Product research – Areas of product research.

**UNIT 6**

**REFERENCES:**
1. Ramanuj Majumdar, *Product Management in India*, PHI.

167
**Paper 5.2 – A.2: PROMOTIONAL MANAGEMENT**

**UNIT 1**
Organising for Promotion – Promotional decision – Social influence on consumer decisions – Overview of decision process – Establishing promotional objectives – Setting the promotional budget – Techniques used.

**UNIT 2**

**UNIT 3**
Techniques used in producing advertisement for print, broadcast and media – Media planning and selection – Media strategy – Media status in India – Media characteristics – Media research – Measuring advertising effectiveness – Sales promotion – Consumer, trade and sales force promotion.

**UNIT 4**

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**REFERENCES:**
**Paper 5.2 – A.3: MARKETING OF SERVICES**

**UNIT 1**

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**UNIT 5**
Service Encounter – Tourism and marketing – Hotel marketing — Consultancy services – Courier services.

**UNIT 6**
Marketing of Services: Bank marketing – Insurance marketing – Hospital marketing – Telecommunication services – Education marketing.

**REFERENCES :**
1. Adrian Payne, *Services Marketing*, PHI.
UNIT 1
Marketing Concept and Functions – Marketing Environment and system – International dimensions of Marketing – International Marketing Approaches: Ethno, Poly, Regio and Geo Centric approaches.

UNIT 2
Consumer Behaviour – Theories and Models – Consumer Behaviour in the international context – Consumer Decision making process.

UNIT 3

UNIT 4

UNIT 5

UNIT 6
Distribution mix – Direct and indirect channels – Types of intermediaries in the international market – Channel Development – Channel Adaptation – Channel decisions.
International Marketing Information System and Research.

REFERENCES:
1. International Marketing, Analysis & Strategy : Sak Onkvisit & John J Shaw
2. Global Marketing Management : Keegan
3. Marketing Analysis, Planning & Control : Philip Kotler
4. Fundamentals of Marketing : Stanton
5. International Marketing : Philip R. Catero
6. International Marketing : Kirpalani .V.H.
Specilization : Finance

Paper 5.2 – B.1: MANAGEMENT OF FUNDS AND ASSETS

UNIT 1

UNIT 2
Capitalisation and assessment of funds for fixed assets – Capital structure – Pattern of capital structures – Cost of capital – Interest for capital – Yield – Debt service coverage – Acquisition for specific allocation.

UNIT 3
Financial Analysis – Planning and control – Allocation of funds to most profitable opportunity – Development of profitable opportunity and evaluation.

UNIT 4
Return on investment as a criterion for allocating funds – Advanced capital budgeting techniques – Methods of incorporating risks and uncertainty.

UNIT 5
Project appraisal, feasibility study and reporting – Treatment of inflation in capital budgeting – Capital rationing and its impact on financial planning.

UNIT 6

REFERENCES:
1. Ugni Brigham, Funds Management.
UNIT 1

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UNIT 6
Portfolio Performance: Measures – Sharpe, Treynor and Jenson – Portfolio audit and portfolio revision – Need and methods – Formula plans.

REFERENCES:
UNIT 1

UNIT 2

UNIT 3
Credit Rating: Objectives – Institutions – CRISIL, ICRA, CARE – Debt and deposit rating and equity rating procedures – Reading different grades of rating – International credit rating institutions.

UNIT 4
Role of UTI and LIC as investment institutions – Portfolio management services – Concept and need – Services of NBFC to investors.

UNIT 5
Development Financial Institution – Role on functions of IDBI, IFC, ICICI and IRDBI – RBI and management of gift securities market.

UNIT 6
Stock Exchanges: Role and organisation of BSE and NSE – OTCEI – SEBI and stock exchanges – Role of associations and investment consultancies.

REFERENCES:
1. Raghunathan V, Stock Exchange and Investments.
3. Varma, Merchant Banking.


UNIT 4: **Cost of capital**: Cost of Equity- Cost of debt – Cost of Back to Back financing – Overall cost of capital – Capital structure of MNCs: Theory, Practice & Determinants – Debt Vs Equity Flow Analysis


Receivables Management- Off Shore production Vs Local Production.

**Reference Books**

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Specialization: Personnel

Paper 5.2 – C.1: LABOUR LEGISLATIONS

UNIT 1
Factories Act, 1948: Objects – Provision’s relating to health, safety, welfare, working hours, leave etc. of workers approval – Licensing and registration of factories – Manager and occupier – Their obligations under the Act – Powers of the authorities under the Act – Penalty provisions.

UNIT 2

UNIT 3


UNIT 4

Employees Provident Funds and Miscellaneous Provision Act, 1952 and Payment of Gratuity Act: Objects – Employees Provident Fund and other schemes – Determination and recovery of money due from employer – Appointment of inspectors and their duties – Provisions relating to transfer of accounts and liability in case of transfer of establishment exemption under the Act – Court’s power under the Act. Object: Payment of gratuity – Exemption – Nomination – Determination and recovery of the amount of gratuity.

UNIT 5

Payment of Bonus Act, 1965: Objects – Computation of available surplus calculation of direct tax payable by the employer, eligibility for bonus and payment of bonus – Deduction from bonus payable – Adjustment of customary or interim bonus payable – Adjustment of customary or interim bonus linked with production or productivity – Set on and set off of allocable surplus – Presumption about accuracy of balance sheet and profit and loss account.

UNIT 6


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UNIT 1
Introduction – Evolution of Human Resource Development as a management philosophy – Scope and importance – Personnel management vs Human resources development – Human resources system designing.

UNIT 2

UNIT 3
Performance Counselling and Interpersonal Feedback – Developing dynamic relationship through effective counseling – Potential appraisal and development – Career planning and individual development.

UNIT 4

UNIT 5

UNIT 6

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**Paper 5.2 – C.3: INDUSTRIAL RELATIONS**

**UNIT 1**
Industrial Relations: Concept – Definition – Significance – Objectives – Scope – Approaches – Principles of good industrial relations – Role of State, Employers and the Unions in industrial relations.


**UNIT 2**
Trade Unionism and Industrial Relations: Labour movement – Concepts – Trade union movement – Development of trade unionism in India – Functions and problems of trade unions.


**UNIT 3**


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Paper 5.2 – C4.: GLOBAL HUMAN RESOURCES MANAGEMENT

UNIT 1
Human Resources management: Overview of operative functions – Recruitment – Selection – Integration – Compensation – Training for development and separation – Challenges and opportunities of globalising HR.

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UNIT 4

UNIT 5
Global HR Training and Development Practice: Relevance of training and development – Area of training – Types: Standard Vs Tailor made training – Cultural assimilations and other approaches – Impact of different learning styles on training and development – Leadership training.

UNIT 6
HR Relations Management: Labour relations in the international arena – US, Japanese, UK, European approaches to labour relations – Role of strategic management of international labour relations.

REFERENCE BOOKS:
Specialization : Systems
Paper 5.2 – D.1: OFFICE AUTOMATION

UNIT 1

UNIT 2

UNIT 3

UNIT 4
ACCESS: Creating a new database – Creating and saving a table – Primary key creation – Adding, editing and deleting fields – Changing the view and moving fields – Data entry and editing – Adding, inserting and deleting records – Adjusting column widths – Hiding columns – Finding records – Sorting records – Creating, saving and editing a query – Forms – Autoform – Using report wizard – Creating and printing reports.
UNIT 5
MS POWER POINT and Integrating Office Automating: Creating a power point presentation – Integrating office applications – Merging an access table with a word letter – Creating an access – Report from an excel list – Creating powerpoint presentation from a word outline – Creating a word handout from a powerpoint presentation.

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UNIT 2
Internet Programming Languages: Java – Java in Windows – CGI – Perl – Microsoft Internet implementation.

UNIT 3
Internet Scripting Languages: Java Script – VB Script – Other Scripting languages.

UNIT 4

UNIT 5
ActiveX Controls: Creating an ActiveX control to activate a Web Page – VDO Live Technology – Creating Netscape Navigator Plug-ins – Pulling web information – Creating a custom integrated application with multiple protocols.

UNIT 6

REFERENCE BOOKS:
Paper 5.2 – D3. : MULTIMEDIA AND APPLICATIONS

UNIT 1

UNIT 2

UNIT 3

UNIT 4
Object Oriented Multimedia: Objects, Classes and related items – Multimedia Frameworks: Overview, Media classes, Transform classes, Format classes, Component classes.

UNIT 5

TEXT AND REFERENCE BOOKS:
UNIT I

UNIT II

UNIT III

UNIT IV

UNIT V
Exception Handling – Debugging – Object Linking and Embedding (OLE) – Database Application – DLL – ODBC.

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